

16 POINTS GUIDELINES FOR SENDING MEDICAL REIMBURSEMENT PROPOSALS

PROCEEDINGS OF THE COMMISSIONER AND DIRECTOR OF SCHOOL EDUCATION ANDHRA PRADESH - HYDERABAD

Rc.No.8878/ (D3-4) MB1 – 2010

Dated: 12-10-2010

Sub: - School Education Department – Medical Attendance – Medical Reimbursement proposals in respect of Teachers/HM's and other Employees of Education Department – certain Instructions – Regarding.

Read: 1.Procs.Rc.No.8878/D3-4/2009,dated:02.09.2009

2. Procs.Rc.No.8878/D3-4/2009,dated:28.01.2010

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The attention of all the District Educational Officers in the State is invited to the reference read above. They are request to issue suitable to instructions to the Forwarding Officers/Drawing and Disbursement Officers under their control to follow the instructions given hereunder and also the instructions issued in the reference read above.

The following Officer should arrange and to submit the proposal in the following order serially.

1. Forwarding Letter
2. Applications Requisition of individual with date
3. Check list duly attested by the Forwarding Officer
4. Appendiw-II duly signed by the Employee/Pensioner and attested by the Forwarding Officer
5. Non-Drawal Certificate in Prescribed proforma as communicated vide reference read above
6. Dependent Certificate as required in prescribed proforma which as communicated vide reference read above with Forwarding Officer signature
7. P.P.O.(Pension Payment Order) copy in case of pensioner/family pensioner attested by the Forwarding Authority
8. In case of accident cases and treatment taken in un-recognized hospitals under emergency, FIR should be submitted
9. For every follow up treatment for post operative cases and who requires lifelong treatments, revalidation of prescription once in six month from special Government Doctor attested by Forwarding Officer
10. Legal Heir Certificate should be submitted in case of death of the Teachers/Pensioners/Dependents duly attested by the Forwarding Authority

11.A copy of proceedings Issued by the Director of Medical Education for recognition of the hospital

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12. Emergency Certificate/O.P in original duly signed with stamped by the treating doctor attested by Forwarding Officer
13. Essentiality Certificate in original duly signed with stamped by the treating doctor attested by Forwarding Officer
14. Discharge Summery/Discharge Memo.(OP card in respect of OP treatment) in original duly signed with stamped by the treating Doctor attested by Forwarding Officer
15. Abstract of Bills (All original Medical Bills should be signed with stamp by the treating Doctor) attested by Forwarding Officer.
16. Details proposal along with justification/need in case of claims where relaxation of rules in involved

Further, all the District Educational Officers in the State are requested to direct all the Drawing and Disbursement Officers in their instructions to furnish to the proposal in triplicate to the Commissioner and Director of School Education (Original plus Two (2) sets of Xerox copies should be attested by the Forwarding Authority including Medical Bills). One set of Xerox copies of Bills shall, invariably, be kept with the Forwarding Officer even after the disposal of the claim.

Separate proposal for the treatment obtained at NIMS/SVIMS/RIMS and other private recognized hospitals shall be submitted.

They are further requested to arrange the proposal in the above order only serially numbered(model copy enclosed).

claimant.

All the District Educational Officers in the State are requested to issue necessary instructions to all the concerned Drawing and Disbursement Officers under their instructions issued by the Commissioner and Director of School strictly and submit the proposals accordingly. Any deviation in this regard will be viewed seriously and necessary disciplinary action will be initiated against them as per CCA Rules 1991. The concerned Forwarding Authorities/ Drawing and Disbursement Officers are personally held responsible for fake and fabricated bills and misappropriation of public funds.

Top priority should be given to this item of work.

Sd/.....

AR.SATYANARAYANA

Commissioner and Director of School Education.

To ALL THE DISTRICT EDUCATIONAL OFFICERS IN THE STATE

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Pay Revision Commission Recommendations 2009 on Medical Reimbursement – Orders Issued.

HEALTH, MEDICAL & FAMILY WELFARE (K1) DEPARTMENT

G.O. Ms. No.68

Dated 28th March, 2011.

Read the following:-

1. G.O.Ms.No.74, HM&FW (K1) Department, dated 15-3-2005.
2. G.O.Ms.No.105, HM&FW (K1) Department, dated 9-4-2007.
3. G.O.Ms.No.397, HM&FW (K1) Department, dated 14-11-2008.
4. The Principal Secretary to Government, Finance Department, D.O.Lr.No.243.B/16/PC.I/A2/2010, dt.6-4-2010.

ORDER:

1. Government have issued Andhra Pradesh Integrated Medical Attendance Rules 1972 for the benefit of all state Government employees and their dependents, employees of local bodies, students of medical colleges, members of the State Legislature, All India Service (AIS) Officers, A.P. State Higher Judicial officers etc. Several Private Hospitals - both within the State and outside the State - have been recognized by the Government as referral hospitals for providing health care and treatment for these category of persons on reimbursement basis.
2. In the letter 4th read above, Finance Department has forwarded the recommendations of the ninth Pay Revision Commission (9th PRC) relating to the medical attendance benefits for the employees and pensioners of the state Government. With regard to medical facilities, the 9th PRC observed that while 'they would have liked to see the new scheme adopted, they were aware that it might some time to get it implemented and in the interregnum, they have made the following recommendations in respect of the existing scheme in response to the representations received by the Commission from different Associations'.

a) Deletion of provision relating to 10%cut on the amount admissible

The Commission, recommended the removal of the provision relating to imposition of 10% cut on the amount admissible where treatment was obtained in the recognized hospitals.

b) Recognition of some Private Hospitals in semi urban areas as referral Hospitals

Recommended to explore the possibility of recognizing some more hospitals located in semi-urban areas as referral hospitals, where facilities for undergoing treatment are available.

c) Entitlement of wards for the in-patient treatment

Recommended categorization of serving employees and pensioners into three categories for purpose of entitlement of wards for inpatient treatment.

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Cat	Serving Employees	Pensioners	Entitlement of Wards
1	Gazetted Officers	Pensioners whose gross pension is Rs.15000/- p.m. and above	Private ward
2	Non- Gazetted Officers	Pensioners whose gross pension is more than Rs.7500/-p.m. but less than Rs.15000/- p.m.	Semi-Private ward
3	Last grade Employees	Pensioners whose gross pension is less than Rs.7500/- p.m.	General ward

However, any employee/ pensioner prefers other than the entitled ward, his claim may be restricted to the charge relating to the ward to which she is eligible.

d) Essentiality Certificate

Recommended issuing instructions to all recognized private hospitals to compulsorily note the order number and the date in which it was recognized and the date up to which the recognition is valid on the essentiality certificate itself.

e) Medical reimbursement to the dependents of family pensioners

The Commission was not in favour of including the dependents of family pensioners for purpose of eligibility to reimburse the medical expenses incurred by the family pensioners towards their treatment.

f) Dispensing with the scrutiny certificate separately in cases where treatment is obtained in NIMS/ SVIMS:

Recommended to dispense with the procedure of insisting on scrutiny certificate separately where treatment is obtained in NIMS/ SVIMS.

g) Reimbursement of the cost of O.P. treatment in the recognized private hospitals

The O.P. treatment of serious diseases is already covered in para 9(4) & (5) of the G.O. 1st read above and hence did not recommend for change in the present position.

h) Delegation of enhanced powers of Scrutiny and Sanction

Recommended delegation of the powers of scrutiny of claims of medical reimbursement up to Rs.50,000/- to District Hospital Superintendents /Superintendents of Teaching Hospitals and for the delegation of sanction of claims of medical reimbursement up to Rs.50,000/- to the District Level Officers (DCHS and DMHO).

i) Master Health Checkup for the Pensioners/Family Pensioners

The PRC recommended that it could not support the proposal.

j) Treatment of all accident cases and all emergent cases in the unrecognized private hospitals

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Recommended deletion of the word 'road' occurring in para 9(9) of G.O.Ms.No.74, HM&FW (K1) Department, dated 15-3-2005 and permitted

k) Dispensing with the essentiality certificate in certain cases

Where tests, medicines or surgical procedures are prescribed by the concerned specialist doctor in the Government hospital, the requirement of further essentiality certificate may be dispensed with.

l) Issue of letter of credit in the case of pensioners

The PRC recommend that it was unable to accept the request of the pensioners for issue of letter of credit.

m) Extension of medical facilities to the staff of aided institutions/universities

The PRC recommended that they may be brought into the fold of medical benefits when the insurance scheme is launched by the Government.

n) Payment of medical allowance

Recommended payment of Medical Allowance of Rs.200/- p.m. to the Pensioners/ Family Pensioners. This may be disbursed along with their monthly pension.

o) Removal /enhancement of ceiling limit

The PRC was not in favour of either increase in the ceiling limit or to remove the ceiling limit.

p) Removal of the restriction of three times in the entire service for the treatment of the same disease

The PRC recommended that the existing position referred to above is quite adequate and the Commission therefore recommended to continue the same provision.

q) Dispensing with the method of scrutiny by the Director of Medical education or other officials of the medical department

The PRC Declined to accept the request.

r) Extending the facilities of reimbursement of medical expenses as applicable to the State Higher Judicial Officers

The PRC stated that it was proposed by some organizations that the facilities extended to the Judicial Officers regarding medical treatment may be extended to Government Servants and also to pensioners.

The orders issued in G.O.Ms.No.107 Law Department, dated 14-7-2006, are based on various judgments of courts. The Govt. employees/pensioners are governed by A.P. Integrated Medical Attendance Rules as subsequently modified in G.O.Ms.No.74 HM & FW Dept. Dt:15-3-2005, and are amended from time to time. The Government has been quite liberal in extending medical facilities to its employees and pensioners. PRC felt that the existing facilities are adequate and if any change is required it should be in the direction of

moving away from Government led medical reimbursement to a more refined and sophisticated system that provides for cashless facility.

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s) Maximum limit for dental treatment

The commission felt that the existing scheme is adequate and requires no further relaxation.

t) Medical advance to the pensioners

The commission was unable to accept this request for the reasons already referred to earlier.

3. The Government after careful examination of the matter has decided to accept the recommendations of the ninth Pay Revision Commission and accordingly hereby order for adoption of the same to all the eligible categories of employees and pensioners with immediate effect. All Heads of Departments in the state shall communicate the same to all Unit Offices under their control for information, and implementation.

4. This order issues with the concurrence of Finance Department vide their U.O.No.29886/1168/A2/Expr.M&H.I/10, dt.22-10-2010

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

DR P.V.RAMESH
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Secy., State Legislature, Assembly Buildings, Hyderabad.

All the Heads of the Departments,

All the Departments of Secretariat,

All the Heads of Departments under control of
Health, Medical & family Welfare Department.

All Superintends of Government Teaching Hospitals.

The Legislature (MC/Pension) Department.

The Civil Surgeon Specialist, Civil Dispensary, A.P. Secretariat, Hyderabad.

All Recognized Private Hospitals through

the Director of Medical Education, A.P. Hyderabad.

The President, The State Teachers' Union, Andhra Pradesh, H.No.3-2-798,
S.T.U.Bhavan, Kachiguda, Hyderabad-500 027.

The Chairman, A.P.Secretariat Employees Coordination Committee,
Secretariat, Hyderabad.

The Chairman, JAC of Employees, Teachers and Workers Association,
NGO Home, Goundfoundry, Hyderabad.

The President, A.P.State Govt. Retired Employees Association,
4-5-958/959, Badi Chowdi, Sultaban Bazar, Hyderabad – 500 095.

Copy to:

The General Administration (SC-X/Poll) Department

The General Administration (SR) Department

The Spl. Secy to C.M. / P.S. to Minister (Finance & Health)

P.S. to Prl. Secy. (W&P), Finance Department

P.S. to Prl. Secy./Secy., HM&FW Department

Finance (Expr. HM&FW-I) Department.

The concerned Associations.

SF/SC.

// FORWARDED :: BY ORDER //

SECTION OFFICER.

PRU

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Andhra Pradesh Integrated Medical Attendance Rules, 1972 □ Recommendations of the Committee for revision of the Rules □ Accepted □ Orders □ Issued.

HEALTH MEDICAL AND FAMILY WELFARE (K1) DEPARTMENT

G.O.Ms.No.74

Dated the 15th March, 2005
Read the following:

1. G.O.Ms.No.465, HM&FW(K1) Deptt., dt.18-8-2003
2. Govt.Memo.No.18300/K1/2003-1, dt.8-9-2003.
3. From the DME, A.P., Hyd., Lr.Rc.No.20866/MA-A/03, dt.18-12-03
4. Govt.Lr.No.18300/K1/2003-2, dt.31-1-2004.
5. From the President, A.P. Sectt. Association, Hyd. reprn.dt.19-7-2004
6. Govt.Lr.No.18300/K1/2003-4, dt.4-8-2004.
7. G.O.Ms.No.250, HM&FW(K1) Deptt., dt.11-8-2004
8. From G.A. (SW-II) Deptt., U.O.Note No.101207/SWII-A1/2004-3, dt.9-9-2004.
9. Govt.Lr.No.18300/K1/2003-2, dt.15-9-2004.
10. G.O.Ms.No.413, GA (Poll-D) Deptt., dt.9-12-2004.
11. From Sri N.Narasimhaiah, MLA, reprn dt.29-11-2004
12. From the DME, A.P., Hyd., Lr.Rc.No.20866/MA-A/03, dt.28-12-04.

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ORDER:

Government have issued Andhra Pradesh Integrated Medical Attendance Rules, 1972, applicable to State Government employees and their dependents, employees of local bodies, students of Medical Colleges, members of State Legislature, A.I.S. Officers, A.P. State Higher Judicial officers etc. Many private hospitals both in the State and out side the State have been recognised as referral hospitals, for the treatment to the above category of persons on reimbursement basis. There is no uniform rates being charged from the patients by these private hospitals. In Government hospitals, various medical facilities are provided with latest equipments for the treatment to general public and also to the employees. Since the issue of the rules, Government have issued amendments /orders /Clarifications from time to time to the said rules. Therefore, some of the provisions in the said rules became outdated. Due to the above position, Government felt that there is a need to review all the provisions in Andhra Pradesh Integrated Medical Attendance Rules, 1972 and modification and re-issue the rules. Accordingly in the G.O. first read above, Government have appointed a committee under the chairmanship of Director General of Medical and Health Services and Commissioner, A.P. Vaidya Vidhana Parishad for revision of Andhra Pradesh Integrated Medical Attendance Rules, 1972 and to submit report to Government. Various terms of reference was specified thereon. In the G.O. seventh read above, the Director of Medical Education has been appointed as Chairman of the said Committee, due to resignation of the Director General Medical and Health Services and Commissioner, A.P.Vaidya Vidhana Parishad. As per the terms of the reference of the committee, Government have referred various issues relating to medical reimbursement. In the reference fifth read above, the President, Andhra Pradesh Secretariat Association has also represented for reimbursement facility for Out Patient treatment at Nizam's Institute of Medical Sciences, Hyderabad / private recognised hospitals, removal of 20% cut on the claim and extend credit facility for obtaining treatment under emergency conditions in private recognised hospitals. This representation was also referred to the Committee.

2. In the reference 11th read above, Sri N.Narasimhaiah M.L.A. has represented that Out Patient treatment to M.L.A.s may also be allowed on credit basis, to enable to get tests like M.R.I., C.T. Scan etc. and save the health of V.V.I.Ps.

3. In the letter 12th read above, Chairman of the Committee for revision of Andhra Pradesh Integrated Medical Attendance Rules, 1972 and Director of Medical Education has submitted the recommendations of the committee and its report to Government. The Director of Medical Education has stated that the committee has met on 24-10-03, 25-11-03, 23-12-03, 25-2-04, 12-8-04, 19-10-04 and 16-11-04 and examined various issues. A sub committee was constituted for finalisation of package rates.

4. The Director of Medical Education has also stated that the following nine service associations have been

requested to give suggestions on Andhra Pradesh Integrated Medical Attendance Rules:

- 1) A.P. Secretariat Employees Association, Hyderabad.
- 2) A.P. Non-Gazetted Officers Association, Hyderabad
- 3) A.P. Teachers Federation, Hyderabad
- 4) The Secretary, A.P. Revenue Employees Association.
- 5) A.P.T.N.G.O. Association
- 6) A.P.U.T.F Association.
- 7) A.P.P.R.T. Union, Hyderabad.
- 8) A.P. State Government Retired Employees Association.
- 9) A.P. Secretariat Women Employees Welfare Association.

5. The General Secretary, A.P. State Government (Retd.) Employees Association and Organising Secretary of A.P. State Government Employees Association have attended the meeting of the committee held on 8-12-2003. The Director of Medical Education has also stated that the service associations have been reminded on 11-12-2003 to submit their views regarding revision of Andhra Pradesh Integrated Medical Attendance Rules 1972. The following service associations have sent their suggestions in the matter:-

- 1) A.P. State Government Retired Employees Association.
- 2) A.P. Secretariat Employees Association, Hyderabad.
- 3) A.P. Secretariat Women Employees Welfare Association.
- 4) P.R.T.U. & UTF (Teacher Associations)

6. The Director of Medical Education has stated that the sub-committee has recommended that the rates prescribed by Central Government Health Scheme may be adopted by State Government also for sanctioning reimbursement. The recommendations of sub committee have been accepted by the committee. He has furnished the recommendations for incorporation and revision of Andhra Pradesh Integrated Medical Attendance Rules rules, 1972.

7. The Director of Medical Education has requested the Government to consider and issue necessary orders in the matter at an early date.

8. The recommendations of the Committee includes adoption of Central Government Health Scheme package rates for the reimbursement of medical expenses incurred by State Government employees, their dependents, retired State Government pensioners and their family members etc., allowing medical reimbursement for the treatment obtained at Nizam's Institute of Medical Sciences, Hyderabad, Sri Venkateswara Institute of Medical Sciences, Tirupati and all Government Hospitals as Out-Patients and follow-up treatments. As regards recognised private hospitals, medical reimbursement for the treatment obtained as outpatients may be allowed for the treatment of Chemotherapy, radiotherapy for cancer, regular dialysis for Kidney, Cardinal cases like cardiac cases, sever neurological problems and A.I.Ds subject to recommendation by the specialist doctor for the length of the treatment, consideration of medical reimbursement in accident cases under emergency conditions for the treatment obtained in unrecognised private hospitals by relaxing relevant rules by Government, conducting of health camps for master health checkup, delegation of powers for scrutiny and sanction of medical reimbursement upto Rs.25,000/- to various district level officers, referring of patients by District/ Area Hospitals to private recognised hospitals, reducing imposition of cut of 20% on the admissibility amount to 10%, when the treatment obtained in Private Hospitals recognised by Government without referral letter, extending medical reimbursement facilities for the treatment obtained in Sri Venkateswara Institute of Medical Sciences, Tirupati on par with Nizam's Institute of Medical Sciences, Hyderabad etc.. The Committee after examination of the merits of the representations received from various associations has also recommended to accept certain demands and to reject certain demands.

9. Government have examined the matter carefully and decided to accept the recommendations of the Committee for revision of Andhra Pradesh Integrated Medical Attendance Rules, 1972 constituted in the Government Orders first and seventh read above. Accordingly, in modification of the existing orders on Andhra Pradesh Integrated Medical Attendance Rules, 1972, Government hereby issue the following orders with immediate effect:-

- 1) The rates prescribed in the Central Government Health Scheme package by Government of India, Ministry of Health and Family Welfare Affairs, New Delhi for Central Government Health Scheme, Hyderabad are adopted in the State for the purpose of reimbursement of medical expenditure incurred by the State Government employees both in service/ retired and their dependents; family pensioners, M.L.As and their family members and all other eligible categories who are entitled for free medical treatment as mentioned in Andhra Pradesh Integrated Medical Attendance Rules, 1972, when the treatment was taken in the private hospitals recognised by the State

Government within the State. If medical treatment is taken outside the State, the rates of Central Government Health Scheme, Delhi shall be applicable. If any rates which are not covered in the said procedure, the scrutinising authority is empowered to take final decision in the matter basing on the disease/ nature of disease, necessity of treatment /medicine. In modification of the orders issued in G.O.Ms.No.161, HM&FW (K1)Deptt., dt.5-5-2000 and G.O.Ms.No.58, HM&FW (K1) Dept., dt.1-3-2002, the ceiling limit shall be Central Government Health Scheme package rates ceiling limit and also the criteria for scrutinising bills by the Director of Medical Education or other authorising scrutiny authorities.

2) For the expenditure incurred towards the treatment obtained in Nizam's Institute of Medical Sciences, Hyderabad / Sri Venkateswara Institute of Medical Sciences, Tirupati, their package rates respectively be followed for sanctioning advance, scrutiny and Medical reimbursement purpose. Facilities of paying room as per the entitlement of indoor treatment as prescribed in Central Government Health Scheme package system is extended and the State Government Employees are categorized as three categories based on their scales of pay as mentioned below:-

(i) Scale of pay up to Rs.5,000/- -- 10,600/- - General Ward.

(ii) Scale of pay Rs.5,300/- -- 13,000/- to
Rs.8,400/- -- 16,525/- - Semi Private Ward.

(iii) Scale of pay Rs.9,000/- -- 16,525/- above □ Private Ward.

3) In respect of treatments/ operations obtained for cataract and other eye ailments, and dental diseases/treatments in Government or private hospitals recognised by State Government, the scrutinising authority need not insist for submission of Emergency Certificate. In modification of the orders issued in G.O.Ms.No.276, HM&FW (K1) Department, dt.11-5-1993 and subsequent orders issued thereon and on Eye ailments and Dental diseases /treatments, it is ordered that the reimbursement shall be made as per the package rates prescribed by Government for various eye ailments and Dental procedures/ diseases, after duly scrutinising the bills by the Director of Medical Education, A.P. or other scrutinising authorities. The package rates prescribed for Eye ailments are mentioned in Annexure-I and package rates for Dental treatments/ diseases are mentioned in Annexure-II to this order.

4) All types of out patient including diagnostics, and follow up treatments including Chemotherapy, Radiotherapy, Regular Dialysis for Kidney are allowed for reimbursement when the treatment obtained at Nizam's Institute of Medical Sciences, Panjagutta, Hyderabad and Sri Venkateswara Institute of Medical Sciences, Tirupati and all Government Hospitals. In respect of the treatment obtained as Out-Patients in private hospitals recognised by State Government, medical reimbursement is allowed for chemotherapy and radiotherapy for Cancer, and regular dialysis for Kidney and also Out patient treatment for Cardinal diseases like cardiac diseases and severe neurological problems and A.I.D.S. are included. The length of out patient treatment period should be recommended by the specialist doctor concerned and shall be scrutinised by the Director of Medical Education, Nizam's Institute of Medical Sciences, Hyderabad, Sri Venkateswara Institute of Medical Sciences, Tirupati or other scrutinising authorities as prescribed.

5) In respect of life long follow up treatment to certain diseases, for every follow up treatment for post operative cases, who requires life long treatments, the concerned patient has to get revalidation of prescriptions once in six months from the specialist Government doctor and reimbursement be allowed on submission of scrutiny report of the Director of Medical Education or other scrutinising authorities concerned.

6) The Superintendents of Teaching hospitals and the Superintendents of District Hospitals, Civil Surgeon Specialist of the Civil Dispensary, A.P. Secretariat, Hyderabad, Medical Officers of the rank of Civil Assistant Surgeons of Unit Medical Hospitals of Grey Hounds, Hyderabad, High Court of Andhra Pradesh, Hyderabad, Commissioner of Police, Hyderabad, and Medical Officer attached to Government Civil Dispensary, A.P. Bhavan, New Delhi are authorised to scrutinise the medical reimbursement claims up to a value of Rs.25,000 (Rupees twenty five thousand only), of State Government Employees, retired employees, their dependant family members and family pensioners and other categories of persons entitled for medical reimbursement as per of Andhra Pradesh Integrated Medical Attendance Rules, 1972 received from District level officers from their respective region/Districts and Offices concerned in partial modification of the orders issued in G.O.Ms.No.471, H.M.&F.W. (K1) Department, dated 19-12-2001, G.O.Ms.No.674, HM&FW(K1) Deptt, dated 15-11-2003 and G.O.Ms.No.37, HM&FW(K1) Deptt., dated 31-1-2004. These scrutinising authorities should scrutinise the bills in terms of Andhra Pradesh Integrated Medical Attendance Rules, 1972 and as amended

from time to time.

- 7) Powers are delegated to all the district level officers of all the Departments in the State to sanction the medical reimbursement claims up to a value of Rs.25,000/- (Rupees twenty five thousand only), subject to scrutiny done by the District Medical Board/ District Hospital Superintendent/ Superintendent of Teaching Hospitals. If the claim is over and above of Rs.25,000/-, the claim should be referred by the concerned Department in the districts to Director of Medical Education, A.P., Hyderabad for scrutiny, and the sanctioning authorities for sanction of claims of medical reimbursement over and above Rs.25,000/- are Heads of Departments /District Collectors, after getting scrutiny report of Director of Medical Education, or Nizam's Institute of Medical Sciences, Hyderabad or Sri Venkateswara Institute of Medical Sciences, Tirupati, as the case may be and where relaxation of rules are not involved.
- 8) Powers are also delegated to the Director of Health, A.P., Hyderabad to scrutinise the Medical Reimbursement claims in respect of the employees working under his administrative control on par with the Commissioner of A.P.Vaidya Vidhana Parishad, duly following the procedure adopted by the Director of Medical Education in scrutinising the bills, as per the existing orders on Andhra Pradesh Integrated Medical Attendance Rules, 1972 as modified from time to time.
- 9) In respect of road accidental cases, if the employee or his dependents and other categories of persons mentioned in rule 6 of Andhra Pradesh Integrated Medical Attendance Rules are admitted in nearby private hospitals which are not recognised as referral hospitals under emergency conditions to save the life of the patient, in such cases the claim can be considered for reimbursement of medical expenses up to a limit of Rs.25,000 (Rupees twenty five thousand only) and the Heads of Departments/ District Collectors are authorised to sanction the claim after getting the scrutiny of bills from the Director of Medical Education or other scrutinising authorities as the case may be. Such claims over and above Rs.25,000 shall be referred by the Heads of Departments/ District Collectors concerned after duly getting scrutiny of the bills etc., to the concerned administrative Department in Secretariat for obtaining relaxation of rules and duly consulting Finance Department.
- 10) In G.O.Ms.No.175, H.M.&F.W. (K1) Department, dt.29-5-1997, 20% cut is prescribed on the eligible amount in cases of treatment obtained under emergency conditions in private hospitals recognised by Government without referral letter from Government Hospitals or Nizam's Institute of Medical Sciences, Hyderabad, or Sri Venkateswara Institute of Medical Sciences, Tirupati. In partial modification of the orders issued in G.O.Ms.No. 175, H.M.&F.W. (K1) Department, dt.29-5-1997, the 20% cut prescribed therein is reduced to 10%, on the eligible amount after scrutiny of bills by the Director of Medical Education or other scrutinising authority as per the package rates, when the treatment was obtained under emergency conditions in private hospitals recognised by Government without referral letter from any Government hospital or Nizam's Institute of Medical Sciences, Hyderabad, or Sri Venkateswara Institute of Medical Sciences, Tirupati.
- 11) In respect of medical reimbursement to the employees under suspension, the following two points be added to rule 6 (i) of Andhra Pradesh Integrated Medical Attendance Rules, 1972:-
 - a) Provided dismissed or removed Government servants and their dependents are not entitled for reimbursement of medical expenses.
 - b) As far as retired and re-employed pensioners are concerned, for persons who were convicted by the court of law for offence or involved in moral turpitude and punishment was imposed under A.P. Revised Pension Rules, 1980, he and his family members should not be entitled for any free medical treatment in Government hospital or medical reimbursement. Provided that the retired persons who were punished for any administrative lapses for which the punishment was given, which is not a 100% cut in his pension, can be allowed for free medical treatment/ medical reimbursement as the case may be .
- 12) As per G.O.Ms.No.445, HM&FW(E2) Department, dt.19-07-1991, the medical advance facility is extended to four earmarked diseases i.e. 1)Acute Myocardial Infarction 2) Acute Coronary Disease, Acute Renal Failure 3) Severe Cases of Head and Spinal injury, Road accident and 4) In cases of Coma only, if the treatment is to be obtained in Nizam's Institute of Medical Sciences, Hyderabad. The following more major diseases are added for sanction of advance to be included in the said G.O.:-
 - (1) PTCA+STENT (2) Open Heart Surgery (3) Pace Maker (4) All organ transplants (5) Plastic Surgery done for accident cases and burns, (6) Mitral Valve replacement, based on package rates of Nizam's Institute of

Medical Sciences and Sri Venkateswara Institute of Medical Sciences based on estimation given by them.

- 13) In G.O.Ms.No.134, HM&FW (K1) Department, dt.9-4-2001, Government employees both in service and retired and their dependents are permitted to secure treatment for all diseases at Nizam's Institute of Medical Sciences, Hyderabad directly without referral letter under emergency circumstances. Since Out Patient treatment is allowed for medical reimbursement at Nizam's Institute of Medical Sciences, Hyderabad and Sri Venkateswara Institute of Medical Sciences, Tirupati, the condition of emergency circumstances prescribed in G.O.Ms.No.134, HM&FW (K1) Department, dated 9-4-2004 is hereby deleted. All the reimbursement facilities available in Nizam's Institute of Medical Sciences, Hyderabad as per the orders issued in G.O.Ms.No.134, HM&FW (K1) Department, dt.9-4-2001, as modified now, be extended to Sri Venkateswara Institute of Medical Sciences, Tirupati on par with Nizam's Institute of Medical Sciences, Hyderabad.
- 14) All the Heads of Departments and Regional and District Level officers can issue letter of credit (L.O.C.) to private hospitals recognised by State Government for treatment/ operations to their employees and their dependents for major ailments of CABG, Kidney transplanted, Cancer, Neuro Surgery Open Heart Surgery, all organ transplants, PTCA+STENT, Pace Maker, Plastic Surgery done secondary to accident, and burns cases, based on submission of estimation, and acceptance of the credit from the concerned recognised private hospital, subject to ceiling limit as per the package rates prescribed by the Government. Expeditious steps may be taken by all the departments to issue I.D. cards to all the eligible State Government employees and their dependents for availing of Letter of Credit facility. The referral private hospitals shall also provide treatment immediately after admission of the patient, on production of identity card in emergency situation.
- 15) Medical Reimbursement facility be allowed only to adopted son or daughter, and it is restricted to the family as defined under rule 3 (7) of Andhra Pradesh Integrated Medical Attendance Rules, 1972.
- 16) Specific drugs for the specialised treatment should be prescribed by the specialist doctors only, in both private hospitals recognised by Government, and Primary Health Centres, Community Health Centres, and other Government Hospitals.
- 17) The medical reimbursement facility be given to those who obtained medical treatment under emergency circumstances outside the State on official duty only, i.e. the provision may be given only to the persons who proceeds on official duty and suddenly fell ill health as per the Central Government Health Scheme package rates.
- 18) The powers are delegated to Superintendents of Area Hospitals and the Superintendent of District Headquarters Hospitals under the control of A.P. Vaidya Vidhana Parishad to refer the patients to Private recognised hospitals for specialised treatment.
- 19) Since user charges are abolished for the treatment in Government hospitals, vide G.O.Ms.No.163, HM&FW(M 1) Department, dated 14-6-2004, no user charges should be collected from the State Government employees and their dependents including from the pensioners and their dependents and family pensioners in Government hospitals for their treatment both for outpatient and inpatient.
- 20) As per note (3) of Appendix-III, under rule 5 (3) (iii) of Andhra Pradesh Integrated Medical Attendance Rules, 1972 for belated claim, the existing condition that preferring the claim for medical reimbursement should be within a period of six months from the date of discharge of the patient from the hospital but not from the last date of treatment is continued, except for the Coma, expiry cases and accidental cases. In such cases, the claim may be preferred within eight months from the last date of discharge from the hospital /expiry of concerned patient.
- 21) For scrutiny of bills, the following original documents should be submitted along with the claim:-
 - 1) Discharge Summary
 - 2) Emergency Certificate (Except for dental and Eye ailments)
 - 3) Essentiality Certificate
 - 4) Appendix-II Form
 - 5) Declaration of dependence to be attested by Gazetted Officer)
 - 6) Non drawl declaration, which should be attested by Drawing and Disbursing Officer concerned.

The Xerox copies of documents shall not be accepted.

- 22) In G.O.Ms.No.601, HM&FW(K1) Department, dt.15-10-2003, orders have been issued allowing medical reimbursement for three spells during the life time for the same ailments for claiming reimbursement for three spells when treatment obtained in recognised private hospitals. In modification of the said orders, it is ordered that no restriction is imposed for the treatments obtained in private recognised hospitals for different ailments operations/treatments. Medical Reimbursement facility for major ailments i.e. CABGS, kidney transplantation, cancer, neurosurgery, PTCA STENT be restricted to three spells for each of these diseases. Three spells means, three surgeries for the same ailments, except for Orthopedic and Plastic Surgeries, where more number of operations are warranted for the treatment of the same cause. A Justification Certificate issued by the concerned specialist treating doctor of the private hospital recognised by Government / Government hospital should be submitted for the second and third spell claims.
 - 23) Reimbursement of medical treatment taken by employees in foreign countries under emergency conditions be allowed, only if they are on official visit to that foreign country. The treating doctor of the concerned hospital has to issue certificate about the nature of the Emergency, Essentiality Certificate and detailed bill, provided that they are not paid any amount towards the said treatment by any other authority including insurance company.
 - 24) Master Health Checkup be conducted to all the Government employees who crossed the age of 40 years and before retirement from service. Master Health checkup will be allowed only three times with an interval of one year, between each checkup, and by duly fixing the package rates and can be obtained in all the Government hospitals, Nizam's Institute of Medical Sciences, Hyderabad, Sri Venkateswara Institute of Medical Sciences, Tirupati and recognised private hospitals.
 - 25) Medical reimbursement for deliveries and tubectomy to the Women Employees be allowed reimbursement up to two deliveries and with two living children as per the package rates. Hysterectomy operations shall be reimbursable as per package rates.
 - 26) If the claimant has claimed his medical reimbursement from the Insurance Company, under Health Insurance Scheme by paying premium on his own, reimbursement also be allowed from Govt. as per Central Govt. Health Scheme package rates.
10. The above orders will be applicable to all State Government employees, their dependents, retired State Government pensioners and their dependents, family pensioners, M.L.A's and other categories of persons who are entitled for free medical treatment as specified in Andhra Pradesh Integrated Medical Attendance Rules, 1972. Suitable amendments to Andhra Pradesh Integrated Medical Attendance Rules, 1972 will be issued separately on the above orders.
11. The Director of Medical Education shall take necessary action in the matter accordingly.
12. This order issues with the concurrence of Finance Department vide their U.O.No.419/28/A2/Exp-HM&FW-1/2005 dt.3-2-2005.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

DR. I.V.SUBBA RAO
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Director of Medical Education, A.P. Hyderabad
The Director, Nizam's Institute of Medical Sciences, A.P. Hyderabad.
The Director, Sri Venkateswara Institute of Medical Sciences, Tirupathi
The Commissioner, A.P. Vaidya Vidhana Parishad, A.P., Hyderabad.
The Director of Health, A.P., Hyderabad.
The Commissioner of Family Welfare, A.P., Hyderabad.
The Commissioner, Ayush, A.P., Secunderabad.
The Secretary, A.P. Yogadhayana Parishad, Hyderabad,
Legislature (MR/Pension) Department
All Heads of the Departments under the control of HM&FW Department.
All Departments of Secretariat
All Heads of the Departments.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

APIMA Rules, 1972 - Certain amendments to G.O.Ms.No.74, HM & FW (K1) Department,
dated: 15-3-2005 - Issued.

HEALTH, MEDICAL AND FAMILY WELFARE (K1) DEPARTMENT

G.O. Ms. No.105

Dated:09-04-2007

Read the following: -

- 1) G.O.Ms.No.74, HM&FW (K1) Deptt., dated 15-3-2005.
- 2) G.O.Ms.No.180, HM&FW (K1) Dept., dt.11-5-2006.
- 3) Representation from the Progressive Teachers Union, AP, Hyderabad Letter No.49/2006, dt.22-3-2006.
- 4) Representation from the President/Secretary, A.P.Secretariat Association, Hyderabad dt.18-4-2006.
- 5) Representation from the General Secretary, A.P.State Govt. Retired Employees Association, Sultan Bazar, Hyderabad, dated 22-4-2006.
- 6) Representation from the APNGOs Association, District Branch, Ananthapur through CMP No.10482/CMP/2006, dt.16-10-2006.
- 7) From the DME, A.P., Hyderabad Rc. No. 20866/MA(I)A/2006 dated 16-4-2006 and 9-11-2006.
- 8) From the DME Lr. No. 1797/LC-B/2006 dated 6-10-2006.
- 9) Representation from President/General Secretary, A.P. NGOs Association letter dated 27.11.2006.

ORDER:

Government have issued Andhra Pradesh Integrated Medical Attendance Rules, 1972, applicable to State Government employees and their dependents, employees of local bodies, students of Medical Colleges, members of State Legislature, A.I.S. Officers, A.P. State Higher Judicial Officers etc. Many Private Hospitals both in the State and out side the State have been recognized by the Government as referral hospitals, for the purpose of treatment for the above category of persons on reimbursement basis.

2. Government have constituted a Committee under the Chairmanship of the Director of Medical Education for review of rules and submission of recommendations. Accordingly, the said committee has submitted the report. Based on the said report, orders have been issued liberalizing the scheme vide G.O.Ms.No.74, HM&FW (K1) Department, dated 15-3-2005.

3. Government have conducted a review meeting on 28-1-2006 with the officials of Finance and Health Medical & Family Welfare Department and the Director of Medical Education on the subject of medical reimbursement and reviewed the matter including the following points

- 1) To fix up the ceiling limit on Central Government Health Scheme (CGHS) Package rates;
- 2) To fix up the ceiling limit for the dental treatment.

4. It has also been brought to the notice of the Government that the dental rates prescribed in the said G.O. are high for certain procedures and by taking advantage of these rates, most of the Dental bills are presented with maximum rates between Rs.15,000/- and Rs.24,500/- In some cases one procedure is done, but high rates are being claimed mentioning other procedures. The matter has been referred to the Director of Medical Education.

5. The A.P. Secretariat Employees Coordination Association has also submitted a representation for discussions with officers committee's meeting constituted vide G.O.Rt.No.2272, G.A. (SW-II) Department, dated 2-5-2006. Similarly, A.P. Secretariat, Association has also represented. They have requested for issue of orders on the following: -

- 1) For Dental treatment, Rs.20,000/- may be fixed as ceiling limit and three times to each of employees and their dependents separately in the entire service or life.
- 2) Credit facility for health checkup.
- 3) Issue of net admissible certificate by NIMS at the time of discharge.
- 4) Credit letter should be accepted by all private recognised hospitals/NIMS/SVIMS issued by departments for any emergency treatment.
- 5) One month time may be prescribed for clearing medical bills by scrutiny authority.

6. In the G.O. second read above, Ceiling limit of Rs.1,70,000/- has been fixed for the treatment obtained in private hospitals in respect of diseases for which no packages rates of CGHS are available. The Pay Revision Commission, 2005 has made recommendations for enhancement of ceiling limit for medical reimbursement to Rs. 2.00 Lakhs for serving employees and Rs. 1.00 Lakh for retired persons.

7. After careful examination of the matter and with a view to rationalize the medical reimbursement procedure, keeping in view the recommendations of PRC, 2005 and with a view to prevent misuse of facilities, the Government have decided to amend the orders issued in G.Os first and second read above. Accordingly, Government hereby issue the following amendments to G.O.Ms.No.74, HM & FW (K1) Department, dated: 15-3-2005 read with G.O.Ms.No.180, HM & FW (K1) Department, dated: 11-5-2006.

AMENDMENTS

1. *In sub-para (1) of para 9 of G.O. Ms. No. 74, HM & FW (K1) Department dated 15-3-2005, as amended in G.O.Ms.No.180, HM & FW (K1) Department, dt. 11-5-2006, the following shall be substituted, namely: -*

“1) a) The rates prescribed in the Central Government Health Scheme (C.G.H.S.) package by Government of India, Ministry of Health and Family Welfare Affairs, New Delhi for Central Government Health Scheme, Hyderabad are adopted in the State for the purpose of reimbursement of medical expenditure incurred by the State Government employees both in service/ retired and their dependents; family pensioners, M.L.As and their family members and all other eligible categories who are entitled for free medical treatment as mentioned in Andhra Pradesh Integrated Medical Attendance Rules, 1972, when the treatment was taken in the private hospitals recognised by the State Government within the State. If medical treatment is taken outside the State, the rates of Central Government Health Scheme, Delhi shall be applicable.

b) The maximum ceiling limit of Rs.2.00 lakhs (Rupees two lakhs only) is fixed for the major ailments of Bypass Heart surgery, CABGS, Double valve replacement, Open Heart procedure, aortic valve replacement, Kidney Transplantation, Cancer and Neuro-Surgery to Brain irrespective of package rates of CGHS for the treatment obtained in private hospitals, and also for the treatment obtained in NIMS, Hyderabad and SVIMS, Tirupati or actual cost which ever is less. This ceiling limit of Rs. 2.00 lakhs is applicable to the serving employees and their dependents. In respect of retired employees, their dependents and family pensioners, the ceiling limit is Rs.1.00 lakh (Rupees one lakh only) for these ailments, as per the recommendations of P.R.C. 2005.

c) In the conditions, procedures, surgeries where CGHS package rates are available, the CGHS tariff is the ceiling limit and shall be followed for the treatment obtained in Private Hospitals except for the major ailments mentioned in point 1(b) above. The Private hospitals recognised as referral hospitals should abide and follow CGHS package rates and Government orders while giving treatment to the employee and their dependents as per APIMA Rules. They shall not charge excess amount over the package rates mentioned in CGHS package rates.

d) Where package rates in CGHS, NIMS/SVIMS are not available for certain treatments other than Dental ailments, the ceiling limit as prescribed in G.O.Ms.No.58, HM&FW (K1) Dept., dt.5-5-2000 shall be followed for scrutiny and reimbursement purpose, duly modifying the orders issued in G.O.Ms.No.180, HM&FW (K1) Department, dated 11-5-2006, viz. the ceiling limit will be Rs.1.00 lakh (Rupees one lakh only) for serving employees and their dependents and in respect of retired employees and their dependents and family pensioners, it shall be Rs.75,000/- (Rupees seventy five thousand only).

2. *In sub-para (3) of Para 9, of the said G.O., the sentence, “and package rates for dental treatments/diseases are mentioned in Annexure-II to the orders” shall be deleted and consequently the annexure-II to G.O. Ms. No. 74 HM & FW (K1) Department, dated 15-3-2005 be cancelled and deleted.*

3. *After sub-para (3) of para 9 of the said G.O. the following shall be inserted, namely: -*

“In respect of Dental treatment cases, the following procedure shall be followed: -

- a. The employee should approach Government Hospital, i.e. Teaching Hospital or District Headquarters Hospital or APVVP Area Hospital for Dental treatment or where facilities not available, obtain referral letter before approaching any recognised Dental Hospital for treatment. With prior permission of the concerned Government hospital only, one should obtain dental treatment in recognized dental hospitals.
- b. Reimbursement in respect of treatment for dental diseases to each of the employee or their dependents separately in the entire service or life as the case may be, shall be limited to three times and the ceiling limit shall be Rs.10,000/- (Rupees ten thousand only) for each time.
 - i) No relaxation of rules be accepted for sanction of claim beyond Rs.10,000/- (Rupees ten thousand only) in any case.
 - ii) With regard to cosmetic dental surgery, claims regarding Cosmetic dental surgery are not eligible for any medical reimbursement, except in case of Road Traffic accidents involving upper and low jaws.

4. After the existing sub-para 9, of the said G.O. of para 4, the following proviso shall be inserted, namely: -

Provided scrutiny of medical bills of Govt. employees and their dependents of Raj Bhavan is entrusted to the Civil Surgeon Specialist, Civil Dispensary, A.P. Secretariat, Hyderabad upto claim of Rs.25,000/- (Rupees twenty five thousand only).

5. After sub-para (10) of para 9 of the said G.O. the following shall be added, namely: -

“In respect of treatment obtained in un-recognized private hospitals for treatment/surgeries under emergency conditions, as stipulated in G.O.Ms.No.175, HM & FW (K1) Dept., dt.29-5-1997;

- i) such claims shall be examined by Head of the Department concerned and if it is found genuine, then the proposal shall be referred to their concerned administrative Department in A.P.Secretariat, Hyderabad with specific recommendations justifying for relaxation of rules, together with scrutiny report of the DME or NIMS or SVIMS or other scrutinizing authority as the case may be.
- ii) The concerned Administrative Department in Secretariat shall examine the proposal in consultation with Finance Department for relaxation of rules and take a decision for sanction of medical reimbursement based on scrutiny report as per the business rules. In such cases, the Administrative Department concerned shall not refer files to Health Medical & Family Welfare Department for remarks/ opinion.

iii) While referring for any specific clarification/ proposal to Government in their concerned Administrative Department, the Head of the Department shall obtain and enclose the scrutiny report of Director of Medical Education or Nizam's Institute of Medical Sciences (NIMS) / Sri Venkateshwara Institute of Medical Sciences (SVIMS) or other scrutinizing authority as may be applicable to each case, to avoid unnecessary and avoidable correspondence."

6. *After the existing sub-para (13) of para 9, of the said G.O., the following shall be inserted, namely: -*

"13.A. NIMS, Hyderabad and SVIMS, Tirupati while issuing final bills to the employee etc. they should also issue a separate scrutiny certificate on the net admissibility of the claim in terms of APIMA Rules 1972, simultaneously as amended from time to time to avoid delays. Based on the scrutiny certificate, the concerned Department shall take necessary action for sanction of claims as per the procedure."

7. *For sub-para (17) of Para 9 of the said G.O., the following shall be substituted, namely: -*

The State Govt. employees both in service and retired and their dependents, and all other eligible categories are allowed to secure treatment under emergency cases, in the A.P. State Govt. recognised private hospitals outside the State with 10% cut on the eligible amount and as per CGHS rates.

8. *After the existing sub-para (24) of para 9 of the said G.O., the following shall be inserted namely: -*

"24.A. In respect of Master Health Checkup for employees who crossed 40 years as per above sub-para, the concerned employee shall submit application to the concerned HOD/Regional Office /District office for his checkup to a particular recognized hospital, SVIMS/NIMS. The concerned HOD/Regional Office/Dist. Offices as the case may be refer the employee concerned to that hospital for Master health Checkup on Letter of Credit (L.O.C) basis and the departments should obtain bills from the hospitals and send for scrutiny and arrange payment to the hospital as per CGHS rates, NIMS rates/SVIMS rates respectively."

24.B The Ceiling limit for reimbursement to Master Health Check up is fixed at Rs. 3000/- (Rupees three thousand only) and Master Health Checkup shall include (1) Haemogram (CBP, ESR, Plate count) (2) complete Urine examination, (3) Biochemistry: Serum Uric Acid, Lipid Profile, LFT, Blood Sugar, Fasting and Post Prandial Blood Urea and Serum Creatinine (4) Cardiology ECG, 2D, ECHO Tread mill test whenever necessary (5) Radiology chest X-Ray, Ultra sound Exam Abd. (6) PAP Smear (HP) for ladies (7) Micro Biology: HIV, HBs Ag. (8) Blood Grouping Rh. Typing (9) Eye checkup and consultation with physician (10) Thyroid Test and T3, T4, TSH.

9. This order issues with the concurrence of Finance Department vide their U.O. No.4522/331/A2/Expr.HM&FW.I/2006, dated: 5-8-2006.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

P.K.AGARWAL,
PRINCIPAL
SECRETARY TO
GOVERNMENT

To

The Director of Medical Education, A.P. Hyderabad.

The Director of Nizam's Institute of Medical Sciences, Panjagutta, Hyderabad.

The Director, Sri Venkateswara Institute of Medical Sciences, Tirupati.

The Secy., State Legislature, Assembly Buildings, Hyderabad.

All the Heads of the Departments,

All the Departments of Secretariat,

All the Heads of Departments under control of Health, Medical & family Welfare Department.

All Superintends of Government Teaching Hospitals.

The Legislature (MC/Pension) Department.

The Civil Surgeon Specialist, Civil Dispensary, A.P. Secretariat, Hyderabad.

All Recognized Private Hospitals through the Director of Medical Education, A.P. Hyderabad.

Copy to:

The General Administration (SC-X/Poll) Department

The General Administration (SR) Department

The Spl. Secy to C.M. / P.S. to Minister (Finance & Health)

P.S. to Prl. Secy. (W&P), Finance Deptt.,

P.S. to Prl. Secy./Secy., HM&FW Deptt.,

Finance (Expr.HM&FW-I) Department.

The concerned Associations.

SF/SC.

//FORWARDED BY ORDER//

SECTION OFFICER.

**GOVERNMENT OF ANDHRAPRADESH
EDUCATION(SE)DEPARTMENT**

Memo.NO.9542(a)/SE-serII-2/2007-2

Dated:17-11-2008

Sub: - MEDAK DIST-Medical Reimbursement Miss Ruth Salome. SA(English), Z.P. High school, Mirzapally
Sankarampet Mandal, Medak Dist,-clarification-issued.

Ref: From the Director of School Education Lr.RC.NO.3469.d3-4/07.Dated 20-12-07.

In the ref.cited.the Director of School Education,A.P.Hyderabad,has requested to issue necessary clarification whether Miss Ruth Salome .SA(English),Z.P.High school,Mirzapally Sankarampet Mandal,Medak,who is under apprentice period is eligible for medical reimbursement on part with the regular employees.

2. Government have examined the proposals in detail and informed that according to Rules 17 of A.P. Direct Recruitment of Teachers(Scheme of selection)Rules,2006 issued in G.O.Ms NO.44,Education(ser.VII)Deptt., dated 16-5-2006 every selected candidate shall be initially appointed as "Apprentice" for a period of two years from the date of joining duty. During the period of a apprenticeship he/she shall be paid a monthly stipend. On satisfactory completion of the period of the regular scale of pay. **The apprenticeship period shall count for probation.**

3 .Further he is also informed that according to Rule 16(A) of A.P. State and subordinate Service Rules,1996 "A person appointed in accordance with the rules otherwise than under Rule 10 by direct recruitment shall commence his/her probation from the date of his/her joining or from such date as may be specified by the appointing authority

4.**Therefore, apprentice teachers also eligible for medical reimbursement under the scheme** if she/he found qualified and eligible as per rules and conditions laid down under the scheme.

5. In the instant case Mrs. Sarajini Gamaliel, mother of Miss Ruth Salome was admitted at Appollo Hospitals, vikramapuri, Secunderabad and taken treatment 12-11-2006 to 22-11-2006 and an amount of Rs.1,53,000/- was sanctioned towards medical reimbursement. The Appollo Hospitals, vikramapuri, secunderabad has been recognized by the Govt., of A.P., as referral hospital w.e.f 20-2-2007,and the treatment was undertaken in the month of November,2006 therafore, the status of the hospital is unrecognized hospital at the time of treatment

6. As per APIMA Rules the reimbursement of medical expenses will be considered only in referral hospitals recognized by the Government, and in the instant case the mother of Smt. Ruth Salome has obtained treatment in a private unrecognized hospital. Therefore, the Director of School Education. A.P., Hyderabad is requested to cancel the proceedings issued in L.Dis No.250/D3-4/07,Dated 15-02-2007 where in an amount of Rs.1,53,000/- was sanctioned, as he is not competent authority to issue orders.

7. Further, the Director of School Education, A.P Hyderabad, is also requested to examine the above proposal in detail, if he feels it is a fit case for relaxation, send the proposal along with medical bills and scrutiny report of Dir. of medical Education, Hyderabad with his specified recommendations of further examination of the issue.

K.R.KISHORE

PRINICIPAL SECRETARY TO GOVERNMENT

APPLICATION FOR MEDICAL REIMBURSEMENT

1. Name of the Teacher & Post and Employee Code :=====
2. Name of School and Mandal :-----
3. Name of the Patient and his relation ship with Teacher :-----
4. Name of Disease for which Treatment/Surgery Executed :-----
5. Period of Treatment :-----
- 6) Name of the Hospital & RC No with which Referral status Sanctioned :-----
7. Total Amount Claimed :-----

8. List of Enclosures submitted in 1+2 Copies

- a) Appendix –II () b)checklist() c)Non drawal certificate ()
d)Emergency certificate() e)Essentiality certificate() f)Dependence certificate ()
g)Discharge summary() h) Medical bills() i)Operation notes ()
j)pension order() k)referral proceedings() l)Reports () k)Others -----

9. Remarks:

Certified that the Proposals are submitted as per rules and procedure as existing rules amended from time to time.

Solicit favourable further orders in this regard.

Thanking you

Yours obiediently

Enclosures:all the above in coloumn8

PRTU

By Regd.Post

From:

To
The Commissioner &
Director of School Education, A.P.
O/o Director of School Education,
Near: Telephone Bhavan,
Saifabad.
Hyderabad.

L. Dis No. _____/20 Dated: _____

Respected Sir/Madam

/,

**Sub: Medical Attendance-Submission of Medical
Reimbursement Proposals of Smt. /Sri. _____**

Assistant /pensioner /FP of _____

School, Regarding.

Ref: 1) GO Ms. No 105 M&H Dt. 09-04-2007
2) GO Ms.No 40 Edn Dt 07-05-2002
3) Proposals Received from the Concerned Teacher.

The Proposals for Medical Reimbursement Received from the Incumbent are here with submitted as detailed below for taking further necessary action in this regard.

- 1. Name of the Teacher & Post and Employee Code** :-----
- 2. Name of School and Mandal** :-----
- 3. Name of the Patient and his relation ship with Teacher** :-----
- 4. Name of Disease for which Treatment/Surgery Executed** :-----
- 5. Period of Treatment** :-----
- 6) Name of the Hospital & RC No with which Referral status Sanctioned** :-----
- 7. Total Amount Claimed** :-----

8. List of Enclosures submitted in 1+2 Copies

- a) Appendix –II () b)checklist() c)Non drawal certificate ()
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g)Discharge summary() h) Medical bills() i)Operation notes ()
j)pension order() k)referral proceedings() l)Reports () k)Others -----

9. Remarks:

Certified that the Proposals are submitted as per rules and procedure as existing rules amended from time to time.

Solicit favourable further orders in this regard.

Thanking you

Yours obediently

Enclosures:all the above in coloumn8

PRTU

APPENDIX --- II
APPLICATION FOR CLAIMING REFUND OF MEDICAL EXPENSES INCURRED IN CONNECTION WITH MEDICAL ATTENDANCE AND OR TREATMENT OF GOVERNMENT SERVANT AND THEIR FAMILIES.

1. Name and Designation
(In Block Letters) :
 2. Office in which employed :
 3. Pay of the Govt.Servant as defined in F.Rs.
And other emoluments which should be
Shown separately :
 4. Place of duty :
 5. Full residential address with D.No. and
Name of the Mohalla :
 6. Name of the patient him/her relationship to
The Govt.servant(In case of children
Stage age) :
 7. Place at which patient fall ill :
 8. Nature of illness and its duration :
 9. Details of amount claimed, cost of medicines
Purchased from the market, list of medicines
Cash memos and the essentially certificate
Should be atac hed each in duplicate signed
By treatment doctor. :
 10. Total amount claimed :
 11. List of enclosures :
- | | | | | | |
|----------------------------|---|---|------------------------------|---|---|
| I. Check List | [|] | ii. Essential Certificate | [|] |
| iii. emergency Certificate | [|] | iv. Discharge summary | [|] |
| v. Consolidation Bills | [|] | vi. Medical Cash bill | [|] |
| vii. Operation Notes | [|] | viii. Dependence certificate | [|] |
| ix. Non-Drawal Certificate | [|] | | | |

DECLARATION

I hereby declare that the statement in this application are true to the best of my knowledge and belief and that the person from whom medical expenses were incurred is a member of my Family as defined under the Govt.Servant Medical attendance rules and wholly dependent upon me.

Signature of Forwarding
Authority

signature of govt servant

PRTU GNT

NON-DRAWL CERTIFICATE

Sri. _____ (Designation) _____

Of _____ School has not claimed the amount of

Rs. _____ for the period of treatment i.e. from _____

To _____ previously and this is the _____

Spell for the _____ disease and entered in the Medical Reimbursement Register.

Signature Government Servant.

Signature of the Forwarding Authorities

DEPENDENT CERTIFICATE

Sri/Smt. _____ Son/Daughter/Spouse/Parents of

Sri. _____ Designation _____

Of _____ school has not an Employee/Pensioner & fully dependent on me

And he/She has n other source of income and completely dependent on me.

Signature of Applicant.

Signature of the Forwarding Authorities.

SPECIMEN CHECK LIST

(Vide RCNo.8878/D3-4/2009, Dt. 02-09-2009 of C &DSE AP, Hyderabad)

1	Name and Address of the employee Employee Code		
2	If Retired a) Date/ Year of Retirement b) Designation c) P.P.O.No.		
3	Communication of the Applicant Address For all purposes with cell No.		
4	Name and Address of the Hospital a) Whether it is Private Hospital (or) Recognized Hospital b) Whether referral Letter produced (or) Recognized orders to be enclosed along with the proposals)		
5	Whether the Medical Reimbursement Proposal sent with in 6 Months from the Date of discharge.		
6	Whether the following are enclosed 1) Appendix-II duly attested by the Head of the office/DDO 2) Emergency Certificate 3) Discharge Summary 4) 5) Non drawl certificate 6) Essentiality certificate, attested by the authorized doctor, who undertakes treatment 7) If the Patient is dependent on the Govt.Employee-Un employee certificate and dependency certificate are to be enclosed with the Medical Reimbursement Proposals. 8) In case of the dependents of deceased Govt. Employee/Retired employee whether legal heir certificate is enclosed (or) not. 9) Whether the medical reimbursement proposal is prepared and submitted with reference to G.O. Ms.No.74 H.M. & FW (K1) Dept.dt.15-03-2005 and G.O.Ms.No. 60HM &FW(K1) Dept. dt 15-10-2003 and also G.O. Ms. No. 105 HM & FW(K1) Dept. dt.09-04-2007 and also G.O. Ms.No180 dt. 11-05-2006		
9	Whether the medical reimbursement claim is processed through the drawing officer and received with in the stipulated time.		
10	And whether the availment of No. of installments recorded (or) not.		
11	Whether an entry is made in the Service Register (or) not for previous claim		

Signature of Forwarding Authorities.

NON-DRAWAL DECLARATION OF THE APPLICANT

...

I, Mr./Mrs. _____
(Surname & Name)

Retd. _____
(Designation, School Name, Village, Mandal and District)

receiving the Family/Service pension vide P.P.O. No. _____ and

(SB A/c. No., Bank Name, Branch Name and Mandal/Town/City)

is hereby declare that, I am not claimed previously the amount of Rs. _____
(Rupees _____ only)
from the department towards the reimbursement of medical expenditure incurred
for self treatment (or) the treatment of my spouse/child/parent
_____ for recovery

of _____
(Name and Age)
_____ (Disease)

during the period from _____ to _____ at
_____ and not received any
(Hospital Name & Address)
part of the above amount so far.

Further, I declare that, it is a First/Second/third () claim during my
entire service and after retirement period.

Station:

Signature:

Date:

Full Name:

Residential Address:

Contact Phone No.

Certified that the amount of Rs. _____ (Rupees _____
_____ only) furnished by the applicant
in the above declaration has not been drawn from STO/DTO/PAO
_____ (Dist.) _____ and disbursed to him/her as per
available records of this office and also with reference to the records of the
Treasury Office.

Station:

Signature of the DDO
with Seal.

Date:

DDO Code at Treasury Office:

Treasury Office Code:

Postal Address
of the Office/School: -