(16 POINTS GUIDELINES FOR SENDING MEDICAL REIMBUSEMENT 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

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Forwarding Letter

2

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Applications Requisition of individual with date

3

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Check list duly attested by the Forwarding Officer

4

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Appendix-II duly signed by the Employee/Pensioner and attested by the Forwarding Officer

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Non-Drawl Certificate in Prescribed proforma as communicated vide reference read above

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Dependent Certificate as required in prescribed proforma which as communicated vide

Reference read above with Forwarding Officer signature

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P.

P.O.(Pension Payment Order) copy in case of pensioner/family pensioner attested by the

Forwarding Authority

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In case of accident cases and treatment taken in un-recognized hospitals under emergency,

FIR should be submitted

9

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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

1

0.

Legal Heir Certificate should be submitted in case of death of the

Teachers/Pensioners/Dependents duly attested by the Forwarding Authority

1

1.

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

www.stuwg.weebly.com

2

1

2.

Emergency Certificate/O.P in original duly signed with stamped by the treating doctor attested

By Forwarding Officer

1

3.

Essentiality Certificate in original duly signed with stamped by the treating doctor

Attested by Forwarding Officer

1

4.

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

1

5.

Abstract of Bills (All original Medical Bills should be signed with stamp by the treating Doctor)

Attested by Forwarding Officer.

1

6.

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