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Dated: 24.02.2021

CIRCULAR- 13 /2021

With an aim to make our employees aware of the rules and procedures to be followed with regard to reimbursement of medical claims, the University is pleased to notify a brief guideline framed by the Medical Reimbursement Committee in line with the Central Services (Medical Attendance) Rules, 1944 and practices being followed by other Central Government offices in Sikkim as under.

A. Hospitals admissible for treatment by the University employees with full reimbursement subject to entitlement and other conditions mentioned in the Central Services (Medical Attendance) Rules.

- I. State/Central Government Hospitals.
- II. Hospitals fully funded by state/central Government.
- III. Central Referral Hospital, Tadong.
- IV. Private hospitals with referral from the Government Hospital.

B. Hospitals admissible for treatment without referral with reimbursement at the rates fixed by the Government under CGHS Rules/CS (MA) Rules or actual expenditure, whichever is less.

- I. Private hospitals recognized under CGHS Rules/CS(MA) Rules
- II. Private hospitals recognized by the State Government

C. Procedure to be followed while submission of medical reimbursement claims.

- I. All claim must be done in the “application form for reimbursement of medical expenses” available in the university website. Claim must be submitted separately if treatment is done on various dates and for employees and their dependents.
- II. All Out-Patient treatment claims must be supported with **Essentiality Certificate-A** duly signed by AMA/Medical officer of the hospital or Dispensary with a seal.
- III. All In-Patient treatment claims must be supported with **Essentiality Certificate-B** or Discharge Certificate/Slip duly signed by AMA/Medical officer of the hospital or Dispensary with a seal.
- IV. Claims for reimbursement for purchase of medicines must be supported with the prescription(s).
- V. All the bills/cash memos submitted must be signed by the concerned employee with their name, designation and department. Photocopied bill shall not be accepted for reimbursement except in case of loss of the bills/cash memos. Photocopied bills/cash memos submitted in case of loss must have the certification from the concerned AMA/Doctor.

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(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और वर्ष 2016 में प्रमाणित केंद्रों में एक विश्वविद्यालय)
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2016)

- VI. Reimbursement claim must be submitted within 6 months from the date of completion of treatment.
- VII. Reimbursement claim for Medical Attendance journey must be applied in TA form of the University available in the University website. Reimbursement against journey performed by the Medical Attendant shall be subject to a certificate in writing by Doctor stating that medical attendance was necessary/ or the patient was too ill to travel alone.

[This Circular is issued with the approval of Hon'ble Vice-Chancellor dated 24.02.2021]


25/02/2021
(Prof. N.K Paswan)
Finance Officer (I/c)

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