

No.HLA. 1071/2007/150

Dated, Dispur the 11th November, 2013**OFFICE MEMORANDUM**

Subject : Re-imbusement of Expenses of Medical Treatment incurred by Officers/ Employees of Regular Govt. Establishments.

It is observed that Administrative Departments very often seek approval/views/admissibility report etc from the Health and Family Welfare Department in respect of medical reimbursement claims, though in most of the cases the Administrative Department is competent to examine the cases under the provisions of the Assam Medical Attendance Rules 2008 read with the Assam Medical Attendance (amendment) Rules, 2012 and issue sanction for medical reimbursement under the provisions of Delegation of Financial Power Rules, 1999.

It is clearly mentioned in the aforesaid rules that only in respect of the cases involving surgical operations and supply of artificial appliance, approval of Health and Family Welfare Department is required.

Though in respect of some of the cases which come under the purview of rule 6(C) of AMA Rule, 2008 views of the Health and Family Welfare Department may be sought, the rule does not bind this department to convey approval for all such claims. In respect of such claims the date line mentioned in that rule should be maintained otherwise Health and Family Welfare Department will not consider such cases which is received after the stipulated date line unless sufficient and justified grounds are properly explained.

In order to enable speedy disposal of medical reimbursement claims and to avoid unnecessary reference of such claims to the Health and Family Welfare Department, the following guidelines which are already in vogue are reiterated once again and it is impressed upon all the Administrative Departments to strictly follow them and not to refer any case to this Department except the cases which only require the approval of the Health & FW Department.

1. The Administrative Department should thoroughly examine a case under the provisions of AMA Rules, 2008 and guidelines issued from time to time and issue sanction under the provision of DFP rules, 1999.
2. When all the conditions of AMA rules are fulfilled but there is involvement of surgical operation or supply of artificial appliance then only such cases should be referred to this department for approval. In doing so, it must be clearly indicated as to why the case is referred to the Health & Family Welfare Department.
3. There are a number of referral hospitals approved by the Health and Family welfare Department and the ailments for which they are referral hospitals are clearly mentioned against each of the hospitals. Moreover, such hospitals are referral hospitals only from the date of issue of notification by this department. A list containing all the referral hospitals and ailments for which they are referral hospitals and date from which they are referral is enclosed for ready reference. For easy disposal of cases a check list is appended herewith. The check list should be authenticated by the officer from whose end the proposal comes.
4. Administrative Department will not refer any case for ex-post-facto approval of Referral Board or ex-post-facto approval of the Director of Health Services or

Admissibility report and cases involving treatment in a hospital which is not a referral hospital.

5. The Referral Medical Board will not refer a case to----

(a) a hospital which is not declared by the Govt. as referral hospital,

(b) a hospital which is declared by the Govt. as referral hospital but not for the ailment intended to be treated.

This is applicable in respect of ex-post-facto approval also accorded by the Referral Medical Board. All the Referral Medical Boards will check the list of Referral Hospitals appended herewith before approval/ ex-post-facto approval is given by them.

6. Cost of treatment of family members, of a retired Govt. Servant is not reimbursable except only for husband & wife.

A claim for medical reimbursement should conform to all the conditions of AMA Rules 2008 and the conditions laid down in the notifications issued from time to time by the Health and Family Welfare Department.

A copy of the Assam Medical Attendance Rules, 2008 and after relevant papers are enclosed herewith.

Sd/- M. Hagjer Barman
Secretary to the Govt. of Assam,
Health & Family Welfare Department

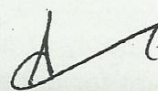
Memo.No. HLA. 1071/2007/150-A

Dated, Dispur the 11th November, 2013

Copy to :

1. All Addl. Chief Secretary/ Principal Secretary / Commissioners and Secretaries / Secretaries to the Govt. of Assam.
2. The Director of Health Services, Assam, Hengrabari, Guwahati.
3. The Director of Medical Education, Assam, Housefed Complex, Dispur, Guwahati.
4. The Director of Health Services (FW) Assam, Hengrabari, Guwahati.
5. All other Heads of Department under the Govt. of Assam
6. All Joint Director of Health Services under the Health & FW Department
7. All Deputy Commissioner,.....
8. The Principal-cum-Chief Superintendent, GMC&H, Guwahati /AMC&H, Dibrugarh /SMC&H, Silchar
9. The Superintendent, GMC&H, Guwahati /AMC&H, Dibrugarh /SMC&H, Silchar
10. All FA's/ Sr. FAs.

By order etc.



(S. Das)

Joint Secretary to the Govt. of Assam
Health & F. W. (A) Deptt.

REFERAL HOSPITALS OUTSIDE THE STATE

Sl No	Name of the Hospital and Location	Referral Hospital for treatment of	Notification No. & Date
1.	Indraprastha Apollo Hospital, New Delhi	For treatment of Cardiac Ailment, Joint Replacement and Transplant Service.	HLA. 1071/08/117, dtd. 11/12/2008
2.	BM Birla Heart Institute, Kolkata	Cardiac Ailments	HLA. 1071/08/117, dtd. 11/12/2008
3.	Escort Heart Institute & Research Centre Ltd., New Delhi	Cardiology and Cardiothoracic Surgery	HLA. 1071/08/117, dtd. 11/12/2008
4.	Narayana Hrudyal Institute of Cardiac Sciences, Bangaluru	Cardiology and Cardiothoracic Surgery	HLA. 1071/08/117, dtd. 11/12/2008
5.	Arvind Eye- Hospital, Madurai	Ophthalmology Treatment and Surgeries	HLA. 1071/08/117, dtd. 11/12/2008
6.	Mahavir Hospital & Research Centre, Hyderabad	Kidney Transplantation	HLA. 1071/08/117, dtd. 11/12/2008
7.	Krishna Institute of Medical Science, Hyderabad	Kidney Transplantation	HLA. 1071/08/117, dtd. 11/12/2008
8.	Mardas Medical Mission, Chennai	Cardio Vascular Diseases Reproductive Medicine and Renal & Digestive Diseases, Organ Transplantation.	HLA. 1071/08/117, dtd. 11/12/2008
9.	Max Heart Institute, New Delhi	Cardiology, CT&Vascular Surgery and Support Services.	HLA. 1071/08/117, dtd. 11/12/2008
10.	Global Hospital, Hyderabad/ Chennai / Bangaluru	Gastro- enterology & Laparospic Surgery, Hepatology including Liver Transplantation, Nephrology & Kidney transplantation, Medical & Surgical Oncology , ENT, Plastic & Cosmetic Surgery, General, Specialist purpose, Cardiology, Cardio Thorasic Surgery, Renal Transplantation, Haemodialysis, Laparospic Surgery, Liver transplantation, Joint Replacement, Diagnostic service(Laboratory, CT, USG/ Colour Doppler, X- Ray).	HLA. 1071/08/117, dtd. 11/12/2008
11.	Batra Hospital, New Delhi	Cardiac Services, Cardiology & Cardio vascular Surgery, Oncology (Radiation and Medical Oncology), Joint Replacement, Ophthalmology etc.	HLA. 1071/08/117, dtd. 11/12/2008
12.	Yashoda Hospital, Secundrabad/ Hyderabad	Oncology / Cancer, Cardiology , Cardio Thorasic Surgery etc.	HLA. 1071/08/117, dtd. 11/12/2008
13.	AIIMS, New Delhi	For all disorders of extremely serious nature	HLA. 1071/2007/Pt/80, dtd. 03/06/2009
14.	Apollo Hospital, Chennai / Hyderabad	Kidney diseases, Neurological ailments, Cardiac Diseases ailments involving Thorasic Surgery, Cancer or any other extremely serious disease.	HLA. 1071/2007/Pt/80, dtd. 03/06/2009
15.	Christian Medical College & Hospital, Vellore	For all disorders of extremely serious nature	HLA. 1071/2007/Pt/80, dtd. 03/06/2009
16.	Cancer Institute, Adiyer, Chennai	Cancer	HLA. 1071/2007/Pt/80, dtd. 03/06/2009
17.	Tata Memorial Hospital, Mumbai	Cancer & Neoplasms	HLA. 1071/2007/Pt/80, dtd. 03/06/2009
18.	National Institute of Mental Health & Neuro-Scienc (NIMHSNS), Bangaluru.	Psychiatric, Mental Disability and Neurological disorders.	HLA. 1071/2007/Pt/80, dtd. 03/06/2009

19.	Post Graduate Institute, Chandigarh	For all disorders of extremely serious nature	HLA. 1071/2007/Pt/80, dtd. 03/06/2009
20.	Gangaram Hospital, New Delhi	Kidney Transplantation	HLA. 1071/2007/Pt/80, dtd. 03/06/2009
21.	Prince Aly Khan Hospital, Mumbai	Cancer (Bone Marrow transplantation and other serious nature of treatment)	HLA. 1071/2007/Pt/80, dtd. 03/06/2009
22.	AMRI Hospital, Salt Lake, Kolkata	Cardiology, Knee & Hip Replacement Surgery	HLA. 1071/2007/Pt/82, dtd. 03/06/2009
23.	Mission Hospital, Durgapur, West Bengal	Cardiology, Cardio Thoracic Surgery & Electro - physiology, pulmonology & critical care, orthopedics, neurosurgery etc	HLA. 1071/2007/Pt/82, dtd. 03/06/2009
24.	K. Govindaswamy Naidu Medical Trust, Coimbatore	Cardiology	HLA. 1071/2007/Pt/82, dtd. 03/06/2009
25.	Apollo Gleneagles Hospital, Kolkata	Orthopedics, Cardiology, Cardiac Surgery	HLA. 1071/2007/Pt/82, dtd. 03/06/2009
26.	Dhirubhai Ambani Hospital & Medical Research Institute	All critical disorders	HLA. 1071/2007/Pt/103, dtd. 23/12/2009.
27.	Amrita Institute of Medical Sciences, Kochi	All critical disorders	HLA. 1071/2007/Pt/103, dtd. 23/12/2009.
28.	Artemis Health Institute, Gurgaon	Cancer, Cardiology disorder including CIVS, Joint replacement	HLA. 1071/2007/Pt/103, dtd. 23/12/2009.
29.	Asian Heart Institute & Research Centre Pvt Limited, Mumbai	Full range of Cardiology.	HLA. 1071/2007/Pt-I/96, dtd. 18/09/2010.
30.	Medanta Medicity, Gurgaon	All the available services of the Hospital.	HLA. 1071/2007/Pt-I/97, dtd. 25/11/2011.
31.	Dishan Hospital, Kolkata	Heart Disease and all Ailments of Emergent Nature.	HLA. 1071/2007/Pt-II/143, dtd. 25/04/2012.

REFERRAL HOSPITALS INSIDE THE STATE

Sl No	Name of the Hospital and Location	Referral Hospital for treatment of	Notification no & date
1	Down Town Hospital, Guwahati	Neuro Surgery, Accident and Emergency and Replacement Surgery	HLA.1071/08/117, dtd. 01/12/2008
2	International Hospital, Guwahati	Nephrology	HLA.1071/08/117, dtd. 01/12/2008
3	Sankardev Netralaya, Guwahati	Ophthalmology	HLA.1071/08/117, dtd. 01/12/2008
4	Dr. B. Baruah Cancer Institute, Guwahati	Cancer, Oncology	HLA.1071/08/117, dtd. 01/12/2008
5	GNRC/ INS, Guwahati	Neuro Problem / Cardiac Problem	HLA.1071/2007/Pt/80, dtd. 03-06-2009
6	North East Cancer Hospital & Research Institute, 11 th Mile, Amerigog, Jorabat	For cancer disease.	HLA.1071/2007/Pt-II/83, dtd. 22/02/2012.
7	Hayat Hospital, Udalbakra, Guwahati	For Cardiology, Cardiac Thoracic Surgery, Oncosurgery and Chemotherapy deptt.	HLA.1071/2007/Pt-II/198, dtd. 24/09/2012.

**GOVERNMENT OF ASSAM
FINANCE (BUDGET) DEPARTMENT**

OFFICE MEMORANDUM

NO. BB 107/2002/PT II/7

Dated the 30th June 2007

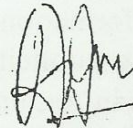
Sub : **Procedure for sanction/ drawal of Medical
Re-imburement Bill.**

1. The Power to sanction Medical Re-imburement claim of State Government employees/ Pensioners has been delegated to the Administrative Departments. Administrative Departments sanction the same as per provisions of Assam Medical Attendance Rule 1976 as amended and instructions issued there under from time to time, on receipt of such claim directly and also from other Controlling Officers/ Drawing and Disbursing Officers (D.D.O.) under them. Procedures for submission Medical Re-imburement bill by the Pensioners to the concerned Administrative Departments will continue to be followed by Finance Department's letter No.BB.89/95/33 dated 4.8.1997.
2. The Controlling Officers / D.D.O. while submitting such proposal for Medical re-imburement to respective Administrative Department will furnish the following documents/ information after being satisfied about the genuineness of the claim:-
 - (i) Authorised Medical Attendant's recommendation,
 - (ii) Recommendation of the Referral Medical Board, wherever applicable,
 - (iii) The approval of the Director of Health Services, Assam, wherever applicable,
 - (iv) Essentiality Certificate to be issued by Authorised Medical Attendant,
 - (v) Records of the Referral Hospital/ Government Hospital/ Private Hospital,
 - (vi) Final Bill issued by the hospital authority at the time of discharge,
 - (vii) Discharge Certificate from the Hospital concerned,
 - (viii) Budget allocation,
 - (ix) Bank Account Number of the claimant.
3. Administrative Department after being satisfied about the genuineness of the claim, shall sanction the same after observing all necessary formalities and issue an Advice Slip duly filled in with signature and seal along with the copy of sanction meant for the Treasury Officer to the concerned Treasury Officer directly in a sealed cover. Advice Slip will be supplied by Finance (Budget) Department to each Administrative Department. Accordingly, all Administrative Departments are to submit their demand to Finance (Budget) Department for supply of required number of Advice Slip.



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4. The Treasury Officer will keep the Advice Slip with him until he receives Medical Reimbursement Bills from the D.D.O. concerned. The Treasury Officer will verify the genuineness of the signature of the signing authority as appearing in the sanctioning order, Advice Slip and the sanctioning letter attached with the Medical Reimbursement Bill by comparing them with the specimen signature of the signing authority available with him. In case of any doubt, the Treasury Officer may request the Administrative Department for further information, which may also require verification of the claim with the concerned hospital, if considered necessary. The Treasury Officer shall pass the bill for payment only through **Bank Account** of the claimant, after he satisfies himself about the genuineness of the bill as above.
5. Since all medical re-imburement bills are drawn by the concerned D.D.O.s, it is primary responsibility of the D.D.O.s to be satisfied about the genuineness of the claims before submission of the medical re-imburement bills to the Treasury for payment.
6. **For any financial loss caused to the State Government due to fraudulent drawal of Medical Re-imburement Bills, the concerned D.D.O. alongwith the claimant and other guilty of abetment will be penalized under relevant provisions of the Assam Fiscal Responsibility & Budget Management Act (AFRBM Act), 2005 and that of the Indian Penal Code.**
7. The instruction will be effective for all Medical Reimbursement bills submitted/ to be submitted during the current financial year (2007-08) onwards.


 30/6/07
 (H. S. Das)

Commissioner & Secretary to the Govt. of Assam,
Finance Department

Memo NO.BB.107/2002/Pt-II/7-A, Dated Dispur, the 30th June, 2007

Copy forwarded for information and necessary action to:-

1. The Accountant General (A&E) Assam, Maidamgaon, Guwahati-29.
2. The Accountant General (Audit) Assam, Maidamgaon, Guwahati-29.
3. The Chairman, Assam Administrative Tribunal, Guwahati-1.
4. The Chairman, Assam Board of Revenue, Guwahati-1.
5. The Commissioner & Secretary to the Chief Minister, Assam, Dispur.
6. The Secretary to the Governor of Assam, Raj Bhawan, Guwahati.
7. The PPS to Chief Minister, Assam, Dispur.
8. The Chief Electoral Officer, Assam, Dispur.
9. The Agricultural Production Commissioner, Assam, Dispur.
10. The Commissioner & Secretary/Secretary to the Govt. of Assam of all Administrative Departments.
11. The Resident Commissioner, Govt. of Assam, Assam Bhawan

W.T.MESSAGE

14.3.14

FROM: FINANCE ASSAM DISPUR

TO : ALL DEPCOMS/ SUBDIVISIONALS
(DEPCOM KAMRUP (METRO)/ KAMRUP (RURAL) BY HAND).

INFO : ALL TREASURY OFFICERS/ SUB-TREASURY OFFICERS
(TREASURY OFFICER DISPUR/ KAMRUP/ NEW GUWAHATI-BY HAND)

NO.BB 219/2014/142 : DATED DISPUR THE 14TH MARCH, 2014 (.) PARA (.) IN CONTINUATION OF OUR W.T. MESSAGE NO.BB 219/2014/140 DATED 06.03.2014 IT IS FURTHER CLARIFIED THAT ALL THE DDOS MAY SUBMIT AND ALL THE TREASURY OFFICERS MAY RECEIVE SCRUTINISE AND ON THE MERIT OF THE CASE PASS THE BILLS FOR PAYMENT OF MEDICAL REIMBURSEMENT BILLS OF STATE GOVERNMENT EMPLOYEES AS PER THE EXISTING PROVISIONS AND SUBJECT TO BUDGET PROVISION AND VALID SANCTION FROM THE COMPETENT AUTHORITY WITHOUT ANY OTHER RESTRICTION WITH EFFECT FROM **1.4.2014** (.) THE RESTRICTION OF DRAWAL OF MEDICAL REIMBURSEMENT BILLS VIDE OUR MESSAGE DATED 6.3.2014 WERE ISSUED IN VIEW OF CERTAIN FRAUDULENT MEDICAL REIMBURSEMENT BILLS PRESENTED TO PARTICULAR TREASURY AND IN VIEW OF THE FACT THAT THE TREASURY OFFICERS WILL NOT HAVE ADEQUATE TIME AT THEIR DISPOSAL TO PROPERLY SCRUTINISE SUCH BILLS DURING THE MONTH OF MARCH IN VIEW OF THE RUSH OF SALARY AND OTHER NON-SALARY BILLS RECEIVED FROM DIFFERENT DDOS(.) HOWEVER AS WORK PRESSURE IN THE TREASURY IS LIKELY TO REDUCE ONCE THE FINANCIAL YEAR IS OVER COMMA TREASURY OFFICERS ARE ADVISED TO SCRUTINISE PROPERLY THE MEDICAL REIMBURSEMENT BILLS OF THE STATE GOVERNMENT EMPLOYEES BEFORE PASSING IT FOR PAYMENT(.) IT MAY BE MENTIONED THAT IT HAS COME TO THE NOTICE OF THE STATE GOVERNMENT THAT CERTIFICATES REQUIRED TO BE ATTACHED WITH THE MEDICAL BILLS LIKE RECOMMENDATION OF THE MEDICAL BOARD COMMA APPROVAL FROM THE DIRECTOR OF HEALTH SERVICES ETC WERE FOUND TO BE FALSE AND FABRICATED IN CERTAIN CASES. THEREFORE COMMA TREASURY OFFICERS ARE REQUESTED TO GIVE PARTICULAR ATTENTION TO THIS ASPECT(.) MEANWHILE COMMA THERE MAY BE SOME GENUINE CLAIMS ON MEDICAL REIMBURSEMENT BILLS IN PARTICULAR CASES WHICH IS REQUIRED TO BE CONSIDERED WITHOUT DELAY (.) IN SUCH CASES COMMA THE CONCERNED DDOS WILL GIVE A CERTIFICATE UNDER HIS OWN NAME AND SIGNATURE THAT HE HAS MADE A THOROUGH ENQUIRY AND SATISFIED HIMSELF/HERSELF THAT THE MEDICAL

REIMBURSEMENT BILLS SUBMITTED BY EMPLOYEE IS GENUINE AND NO FOUL PLAY IS SUSPECTED (.) FURTHER COMMA SUCH BILLS WILL BE EXAMINED AND PASSED BY THE TREASURY OFFICER WITH THE PRIOR APPROVAL OF THE DEPUTY COMMISSIONER CONCERNED(.)IT IS FURTHER CLARIFIED THAT THERE IS NO RESTRICTION IN PASSING MEDICAL ADVANCE BILLS SUBMITTED BY STATE GOVERNMENT EMPLOYEES SUBJECT TO SANCTION BY THE COMPETENT AUTHORITY COMMA BUDGETARY PROVISIONS AND ACCOMPANIED BY NECESSARY CERTIFICATE(.) YOU ARE REQUESTED TO TAKE NECESSARY ACTION ACCORDINGLY (.) MESSAGE OVER.

Memo No.BB 219/2014/142-A

Dated Dispur the 14th.March,2014.

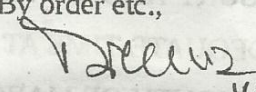
Copy to :

1. The Officer-in-charge, APRO, Dispur, Guwahati-6 for transmission of the above message.
2. The Accountant General (Audit), Assam, Maidamgoan, Guwahati-29.
3. All Administrative Department/ Heads of Departments.
4. D.I.P.R , Assam.
5. P.R.O, Finance Department.

Post Copy in confirmation to -

- 6.All Deputy Commissioner/ Sub-Divisional Officers.
- 7.All Treasury Officers.

By order etc.,


14/3/2014
Officer on Special Duty
Finance (Budget) Department.
Dispur, Guwahati-06.