

**GOVERNMENT OF ASSAM**  
**HEALTH & FAMILY WELFARE DEPARTMENT**  
**DISPUR, GUWAHATI-6**

No. HLA 1019/2017/ 148

Dated Dispur, the 25<sup>th</sup> October, 2019.

**OFFICE MEMORANDUM**

In order to ensure speedy disposal of Medical Reimbursement claims and to make it more convenient for the Government employees and in partial modification of earlier Office Memorandum No. HLA 1071/2007/150 dtd- 11/11/2013, the following guidelines are issued:

1. For treatment of accidental injuries and serious illness in a non-empanelled hospital within the country in extraneous circumstances, the Administrative Department shall apply before the Referral Medical Board for ex-post-facto referral. Referral Medical Board will specifically examine whether the case was accidental or emergency.
2. After obtaining the referral, the Administrative Department will have to move Health & FW Department for approval of treatment in a non-empanelled hospital.

The above two provisions shall also apply to cases where access to empanelled hospitals is not readily available.

3. After getting due approval of Health & FW Department, Admissibility Report is to be obtained from Admissibility Boards constituted for the purposes vide Notification No. HLA 1042/2010/45 dtd- 06/07/12 as follows :
  - i) For Govt. servants posted in a District and retired Govt servants residing in a District, the Administrative Board is as follows:

a) Joint Director of Health Services	- Chairman
b) Representative of Deputy Commissioner (2 nos) (1 Magistrate & 1 Finance Officer)	- Member
c) Superintendent of Civil Hospital	- Member
d) Controlling Officer/ DDO concerned	- Special invitee.
  - ii) For the Officers / Staff of Assam Secretariat & the Directorates, the Admissibility Board is as follows:

a) Director of Health Services	- Chairman.
b) 2 Medical Officers selected by Director of Health Services	- member.

4. After obtaining the Admissibility Report and after due consideration, the Administrative Department will reimburse the claims at CGHS rates only, as approved by the Admissibility Board.

5. If an employee has to undergo treatment in a very distant outstation hospital for exceptional critical disease with prior approval of Health & FW Department, the employee may claim upto 75 % of the estimated cost of treatment as advance payment, after producing valid documents from the concerned hospital. Advance Payments in such cases shall be paid preferably to the Hospitals directly, instead of to the employees, subject to adjustment in full from the final bill.

6. Assam Medical Attendance Rules, 2008 and the OMs issued time to time are there to streamline the speedy disposal of Medical Reimbursement claims. However, if some difficulty is encountered during the administration of these Rules and the subsequent OMs, such difficulties may be removed by issuing necessary orders with the approval of competent authority in the Health & FW Department.
7. If any false claim is detected at any stage, the Administrative Department will take necessary action as per law, including recovery of the amount with applicable interest.
8. This OM will come into effect for proposals received by Health & FW Department on or after 01-10-2018.

Sd/-  
Commissioner & Secretary to the Govt. of Assam  
Health & Family Welfare Department

No. HLA 1019/2017/148-A

Dated Dispur the 25<sup>th</sup> October, 2019.

Copy to :

1. Accountant General, Assam, Guwahati-29.
2. Addl. Chief Secretary / Principal Secretary / Commissioner & Secretary / Secretary to the Govt of Assam (All)
2. The Director of Health Services, Assam, Guwahati.
3. The Director of Medical Education, Assam.
4. The Director of Health Services (FW), Assam, Guwahati.
5. The Director of Printing & Stationery, Assam, Assam Govt. Press, Bamunimaidam, Guwahati-21. He is requested to publish the notification in the next issue of the Assam Gazette and furnish 250 printed copies of the notification to this Department.
6. All other Heads of Departments, Govt of Assam.
7. All Joint Director of Health Services, Assam.
8. Deputy Commissioner (All).....
9. Resident Commissioners, Assam House / Assam Bhawan.
10. Principal/ Chief Supdnt, GMCH, SMCH, AMCH, TMCH, FAAMCH, JMCH.
11. All Sr. FA / Financial Advisors.

By order etc.

Deputy Secretary to the Govt of Assam  
Health & FW (A) Deptt.

*(Handwritten signature and date)*  
25/10/19