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Office of the Comptroller and Auditor General of India,
9, Deen Dayal Upadhyaya Marg, New Delhi-110124

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No. 127-Staff Entt.-II/ 17-2017(I)

To

12 जून 2017

All Heads of Department in IA&AD
(As per mailing list)

Sub: Guidelines for submitting medical reimbursement claims seeking sanction of IFA.

Sir/ Madam,

The medical reimbursement claims are received from field offices seeking sanction of IFA in cases where admissible amount of the claim exceeds Rs. 5 lakh in respect of CGHS beneficiaries and exceeds Rs. 2 lakh in respect of CSMA beneficiaries. In some cases, as complete information/copies of documents are not provided by the field offices, there is delay in according sanction.

2. In order to avoid delay in processing/timely settlement of medical claims, the check points may be observed while submitting the claims to this office for sanction and information be provided on the following points:

i) Whether the claimant is CGHS or CS (MA) beneficiary? If the claimant is a CGHS beneficiary, then a photostat copy of both sides of CGHS card.
ii) The relevant medical reimbursement claim form duly filled by the CGHS/CSMA beneficiaries.
iii) Copy of emergency certificate, if treatment taken in emergency.
iv) Copy of referral slip, if the case is referred.
v) Copy of permission/ex post-facto permission letter of HoD.
vi) Copy of discharge summary or death summary in case of death.
vii) Only the clear and legible copies of documents/papers relating to the claim may be furnished.
viii) Complete case history.
ix) Itemwise details of amount claimed and admissible duly certified.
x) If treatment is taken at a place other than the place of posting or residence, the reasons for taking such treatment.
xi) In case of claim of air travel for taking treatment outside the State, the copy of recommendation of treating doctor referring the patient and copy of permission letter of HoD for taking treatment outside the State.
xii) The cases referred to Ministry of Health & Family Welfare seeking permission/reimbursement/clarification must be accompanied with copies of all documents required as per relevant OMs of the Ministry.
xiii) Any other information relating to the claim.
xiv) The claims may be sent as per the provisions of Para 2.17.4.2 of CAG's MSO (Admn.) Vol. I (Third Edition).
xv) It may be ensured that the claims of different periods and of different hospitals are to be treated as separate claims.

3. Kindly acknowledge receipt of this letter.

Yours faithfully,

12/6/17

(V. S. Venkatanathan)
Asstt. Comptroller & Auditor General (N)