

**RAJYA SABHA SECRETARIAT
(G.A. SECTION)**

**PARLIAMENT HOUSE ANNEXE,
NEW DELHI.**

No. RS.16(xvii)/2016- GA

16th August, 2016

CIRCULAR

Sub: Clarifications on medical reimbursement and related issues.

This Section has been receiving a lot of queries throughout the day as a result of which the disposal work of the Section get affected. Henceforth, it has been decided that all queries concerning this Section telephonically or otherwise would be entertained from **4.00 p.m. to 5.00 p.m. only.**

2. Only relevant papers like stamped bills **in original, photocopy** of prescription, Discharge Summary, Emergency Certificate/Letter in original etc. may be submitted for medical reimbursement. Photocopy of the papers may be submitted in **back to back** format.
3. Request for permission for test/treatment received prior to lunch break would be issued on the **same day** during **5.00 p.m. to 6.00 p.m.** Rest would be issued on the following day between **5.00 p.m. to 6.00 p.m.** The format for the application for issuance of permission has been uploaded in the intranet, down load office form-> GA SECTION.
4. Medical prescription for tests shall be treated as valid for a single use **within a period of two weeks** unless specifically prescribed by the Government Specialist about the date or period by which the prescribed tests are to be conducted for a routine check-up or follow up treatment. The medical prescription would require **revalidation** or issue of a fresh prescription from the Government Specialist after the expiry of the validity period of two weeks or as prescribed by the Government Specialist, as the case may be. (Please see Ministry of Health & Family Welfare's guidelines vide its O.M. dated 22nd February, 2013)
5. As for the empanelment under CGHS etc. the internet link has been made with Ministry of Health and Family Welfare under GA SECTION in the intranet the same may be used for reference.

6. The validity of the authority letter for taking treatment from any AMA is one year only from the date of its issue or till the term of appointment/reappointment of AMA whichever is earlier and it has to be renewed again on yearly basis. AMA beneficiary has to get the papers certified from the appointed AMA of his/her area in case of treatment taken from AMA in OPD.
7. Application for issuance/receipt of the CGHS plastic card may be submitted by the individual concerned in the first week of every month and any query in this regard would be entertained only after the 25th day of the same month.
8. The latest List of CGHS empanelled hospitals and CGHS rates of investigation and treatment may be seen at msotransparent.nic.in.
9. In case of non-emergencies, the beneficiary shall have the option of availing specific treatment from any of the empanelled diagnostic centre/hospital, after the specific treatment has been advised by CGHS/CMO/Government Specialist. Prior permission from competent authority is required in this case.

Sd/-
(SHIVESH KUMAR JHA)
ASSISTANT DIRECTOR

