



DISTRICT JUDICIARY – KRISHNA
DISTRICT COURT, KRISHNA DISTRICT, MACHILIPATNAM: Dt:24.10.2025

C I R C U L A R

Sub : Medical bills – Instructions for submission of medical reimbursement bills in respect of the claims for Judicial Officers/Staff/Retired employees – Certain Instructions - Orders – Issued.

- Ref 1. The Andhra Pradesh Integrated Medical Attendance Rules 1972.
2. GO Ms.No.74, HM & FW (K1) Department ., Dated.15-03-2005.
3. GO MS.No.107 Law (LA& J.SCF), Department., Dated:- 14-07-2006.
4. GO Ms.No.68/HM &FW (K1) Department., Dated.28-03-2011.
5. Government Memo No.1976273/I.1/2023-1, Dated 07-03-2023.
6. This Court's Circular Dt.04.03.2024, communicated in Dis.No.2083, dt.04.03.2024.
7. Office Note Dated 24-10-2025 and orders passed thereon

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ORDER DATED:24-10-2025

It is brought to the notice of the undersigned, that, the Medical claims from the District Judiciary are frequently submitted to this Office for passing necessary Orders. In this connection, so many bills are pending for taking necessary steps. Therefore, It causes delay to carefully assess these claims from both current and former Judicial Officers and Staff Medical claims and also observed in handling medical claims and informing the relevant parties.

In consideration of Government Orders and to prevent delays in reviewing the medical bills and presenting them to the respective medical officers, then sanctioning or forwarding to the higher authorities, the following guidelines are framed to process of medical claims.

All the Presiding Officers of the respective courts are instructed to verify the claims received in their offices by following the reference 6th cited **to all the Judicial Officers/Staff/Retired Officers/Retired Staff and family pensioners.**

While verification of medical claims not to accept Xerox copies of Medical Claims, bills etc.,.

The Presiding Officers are hereby directed, while accepting the Medical Claims of the dependent family members, verify the Service Register of the Concerned Judicial Officer/Staff member as and when necessary.

The Presiding Officers are permitted to forward claims under Rs.50,000/- directly to the Concerned Hospital for their scrutiny and certification.

Claims exceeding Rs.50,000/- must be sent to the Chief Executive Officer, Dr. NTR Vaidya Seva Trust, MGM Capital Building, Near NRI Junction, Mangalagiri, Guntur District.

Upon receipt of the review report, the Presiding Officers shall present the same to the Principal District Court along with medical claim certified by the concerned medical authorities to the undersigned to issue necessary orders.

The C.A.O./Sr.Superintendents/Superintendents of the respective Courts and accountants are instructed to maintain a file for the **Judicial Officers/Staff/Retired Officers/Retired Staff and family pensioners** in accordance with the above guidelines.

These directives will be effective starting from 01-11-2025.

Dis no: 9720
24/10/2025

24/10
PRL. DISTRICT JUDGE
KRISHNA.
24/10/25

ENCL: Circular instructions issued under reference 6th cited.

To All the Judicial Officers.

Copy to:

1. The Chief Administrative Officer, Principal District Court, Machilipatnam, with a direction to keep the copy in the District Court's Circular file.
2. The Senior Superintendent, Accounts Section, Central Nazareth, Copyist Establishment, Principal District Court, Machilipatnam.
3. System Officer, e-courts, Principal District Court, Machilipatnam, with a direction to send mail to all the Courts and also upload the same in the website of Principal District Court.

To The Chief Executive Officer, Dr. NTR Vaidya Seva Trust, MGM Capital Building, Near NRI Junction, Mangalagiri, Guntur District.	
To The Superintendent, Govt. Teaching General Hospital, Machilipatnam	
To The Principal, Govt. Dental College and Hospital, Vijayawada Pin: 520004	
To The Commissioner, AYUSH Department, D.No.22-19, Jasthi towers, 4th floor, Saipuram Colony, Gollapudi, Vijayawada.	For information and scrutiny the bills received from respective Courts and submit scrutiny report along with medical bills to the concerned Courts to proceed further.



DISTRICT JUDICIARY - KRISHNA
DISTRICT COURT, KRISHNA DISTRICT, MACHILIPATNAM: Dt: 4.03.2024

C I R C U L A R

Sub: PUBLIC SERVICES - MEDICAL CLAIMS - Certain Instructions to the Judicial Officers on Submitting of medical reimbursement bills to the Prl. District Court, Krishna, Machilipatnam - Orders - Issued.

- Ref:**
1. G.O.Ms.No.74, HM & FW (K1) Department, Dt.15.03.2005.
 2. G.O.Ms.No.180, HM & FW (K1) Department, Dt.11.05.2006
 3. G.O.Ms.No.105, HM & FW (K1) Department, Dt.09.04.2007.
 4. G.O.Ms.No.68, HM & FW (K1) Department, Dt.28.03.2011.
 5. Office note and orders passed thereon.

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It is brought to the notice of the undersigned that, the Judicial Officers in the unit of Krishna Judicial District, not submitting the medical reimbursement bills pertaining to the Judicial Officers, Staff members, Retired Judicial Officers and Retired Employees who are residing in the Krishna Judicial District to the undersigned. Hence, it causes much inconvenience at the time of taking further steps and to forward to the concerned Medical Department or to the Hon'ble High Court of Andhra Pradesh as and when necessary.

Therefore, all the Judicial Officers in the unit of Krishna Judicial District are hereby directed to strictly adhere and observe the instructions as mentioned below while submitting the medical bills to the undersigned:-

1. Submit the medical bills to the undersigned along with covering letter.
2. While submitting the medical bills of the dependents, make necessary entries with regard to the dependents details in the Service Register of the concerned Judicial Officer/Staff member and certify the dependency details as per the Service Register of the staff member while submitting the medical bills.
3. With reference to the 1st to 4th cited, the Government Employees who crossed 40 years of age are eligible for Master Health Checkup by obtaining prior permission from the undersigned. In this connection make necessary entries in the Service Register of the employee as per proceedings of the undersigned.
4. Submit the following documents along with medical bills:-
 - a) Check List,
 - b) Appendix-II,
 - c) Non Drawal Certificate,
 - d) Dependent Declaration (if submitting dependent medical bill),
 - e) Director of Medical Education (DME) Proceedings A.P (Staff members only).
 - f) Submit the concerned doctor signature essentiality certificate with hospital stamp by noting period of treatment and name of the treatment taken for.
 - g) Doctor prescription along with cash receipts as per the amount mentioned in the Essentiality Certificate.
 - h) All medical cash receipts duly certified by the claimant.
 - i) Emergency Certificate (Staff members) (In-patient).
 - j) Discharge Summary (In-patient)
 - k) In-patient final bill summary (In-patient).
 - l) Aadhar Card, PPO Copy, Bank Pass Book first page
: (Retired Judicial Officer /employee).
 - m) Death Certificate of the deceased (submitting by nominee).

Dis No: 2083
4/3/24

PRL DISTRICT JUDGE,
KRISHNA.

To

All the Judicial Officers in the Krishna Judicial District.

Copy of the circular sent to all the Courts in the unit of Krishna through E-mail.

To the Senior Superintendent Accounts Section, Central Nazareth, P.R. District Court,
Krishna, Machilipatnam.