

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NEW DELHI DISTRICT, PATIALA HOUSE COURTS, NEW DELHI**

CIRCULAR

It has been observed by the undersigned that the employees of New Delhi District are not submitting the medical claim reimbursement bills in a proper manner as per CCS (Medical Attendant Rules)*and procedure laid down by the Delhi Government Health Scheme and thus making it difficult for the office to process the bills in a smooth and efficient manner.

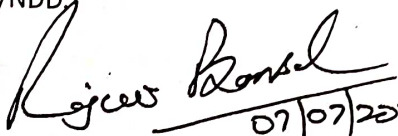
In order to stream line the procedure of reimbursement of medical claim bill, the following guidelines are hereby requested to be adhered by the employees of New Delhi District:-

1. Essentiality Certificate from the concerned treating doctor is required for the reimbursement of multivitamins & minerals prescribed.
2. Non Availability Certificate from the attached dispensary/Govt. hospitals are required before purchasing the medicines from the chemist shop.
3. GST no. must be mentioned on all the bills/cash receipts. In case of non availability of GST number the official shall obtain signed and stamped certificate of the pharmacist/chemist that "he is not meeting the annual turnover benchmark for the purpose of GST no. registration or the reason for non registration with GST authorities".
4. The medicines be purchased physically and locally with minimum 01 month lot at one stretch for its reimbursement unless prescribed for less than one month. Bills of medicines purchased online will not be entertained.
5. The medical claim form proforma should be duly filled in with contact number, employee code and signature.
6. The medical claim bill should be **legible and tagged date wise** in the following order (all self attested):
 - i) Medical claim form duly filled
 - ii) Copy of doctor's prescription
 - iii) Original OPD/IPD bill and medicine bill with GST no.
 - iv) Original pathology/radiology bill with GST no.
 - v) Copy of Medical Card
 - vi) Copy of latest pay slip
7. Attach one more complete set of medical claim bill specified at s.no.6 as above.
8. The complete bill should be raised by the official in one go, latest within six months from the date of completion of last treatment with consultation charges, medicines purchased and test prescribed by the treating doctor/AMA and not in piece-meal. In case of any delay in making the claim for reimbursement, the same shall be considered only subject to furnishing of proper explanation of delay and satisfaction of the Ld. Competent Authority, if the net admissibility of the claimed amount is Rs. 500/- or more.
9. The diagnostic test should be done within 21 days from the date of recommendation by the treating doctor/AMA unless prescribed for some specific period.

The medical claim bill raised by the employee will be returned in original if it is not complying with any of the points specified at S.no.04 to 08 above and for deviation from rest of the points, the medical claim reimbursement will be restricted as per DGHS rules.

ADDITIONAL INSTRUCTIONS :

1. Please visit the DGEHS site for updated private empanelled hospitals/diagnostic centres list.
2. The Ld. Judicial Officers are also requested to seek any kind of information telephonically at mobile no. 9953766535 (Accounts Officer/DDO)/ Extension no. 324 & 338 instead of calling the officials of Accounts Branch, NDD personally.
3. For any query of staff members, please contact to the AO/AAO only by visiting Accounts Branch personally between 3.45 pm to 4.45 pm.
4. Telephonic or personal query will be entertained only by the AO/AAO and not by the dealing officials of Accounts Branch, NDD.
5. For any grievance, the official may contact the Ld. HOO/NDD.

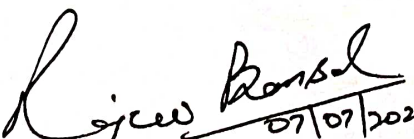

(RAJEEV BANSAL)
CONTROLLING OFFICER
NDD, P.H.C., New Delhi

No. Accts/NDD/Medical/2022/ 17231-306

Dated : 7/07/2022

Copy forwarded for information and necessary action to:

- * All the Ld. Judicial Officers Posted at New Delhi District, Patiala House Courts with the request to kindly bring the above circular to the notice of staff members under their control.
- * The P.S. to the Ld. Principal District & Sessions Judge, New Delhi District, New Delhi with the request to kindly bring the above circular to the notice of staff members under their control.
- * All the Sr.AO (J)/AO/PRO/APRO/Branch Incharge, PHC, New Delhi with the request to kindly circulate the same among the staff members under their control.
- * The In-charge, Computer Branch, NDD with the request to upload the above circular on the official website of New Delhi District.


CONTROLLING OFFICER
NDD, P.H.C., New Delhi