

From,  
**Registrar General,**  
 High Court of Judicature at  
 Allahabad.

To,  
**All the District & Sessions Judges/O.S.D.,**  
 District Courts of Uttar Pradesh.

No. 6427 /Ve-4/ Admin 'D' Section; dated: 08<sup>th</sup> May, 2024.

**Subject:- Regarding general guideline in the matter of medical reimbursement claims submitted by working/retired employees or by their dependents.**

Sir/Madam,

With reference to Court's letter no. 11298/Ve-4/Admin. 'D' Section: Dated 06-09-2022 and 3545/Ve-4/Admin. 'D' Section: Dated 14-03-2023, on the above mentioned subject, I am directed to enclose herewith amended check list and general guideline for your goodself information and necessary compliance.

(I) **Updated Check List**

**The documents required and procedure to be followed while claiming for the medical reimbursement in Private Hospital/Referring Institute or in Government Hospital:-**

Sr. No.	Documents required alongwith the claim in case of treatment in Private Hospital/Referring Institution.	Yes / No	Documents required alongwith the claim in case of treatment in Government Hospital.	Yes / No
1	Urgency/Emergency Certificate in accordance with Rule 11 (a) of Medical Attendance (First amendment) Rules, 2014.	Yes / No	Not applicable.	
2	Intimation application of beneficiary or his relatives to the Head of Office i.e. District Judge regarding treatment in private hospital within 30 days from the date of commencement of treatment. ➤ In case of non compliance of the said Rule application alongwith affidavit regarding reason for not informing the Head of Office about treatment in private hospital within 30 days from the date of commencement of treatment and request regarding relaxation of Rule 11(b).	Yes / No	Not applicable.	
3	Referring letter issued by the competent authority as per Rule 13 (a).	Yes / No	Referring letter issued by the competent authority as per Rule 13 (a).	Yes / No
4	Duly completed Appendix 'C'. i. All applicable particulates should be filled and must be signed. ii. There should not be any discrepancy in dates mentioned on the Appendix 'C' to the papers submitted along-with the claim. iii. In case employee submits reimbursement claim which was incurred towards treatment of his family members, he must ensure that the family members is dependent on him as per rule.	Yes / No	Duly completed Appendix 'C'. i. All applicable particulates should be filled and must be signed. ii. There should not be any discrepancy in dates mentioned on the Appendix 'C' to the papers submitted along-with the claim. iii. In case employee submits reimbursement claim which was incurred towards treatment of his family members, he must ensure that the family members is dependent on him as per rule.	Yes / No

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5	Original copies of all the bills/vouchers, referring letter and prescription slip duly verified by the treating doctor.	Yes / No	Original copies of all the bills/vouchers, referring letter and prescription slip duly verified by the treating doctor.	Yes/ No
6	Letter of the C.M.S./C.M.O. By which the claim has been returned to the District Judge after technical examination.	Yes / No	Letter of the C.M.S./C.M.O. By which the claim has been returned to the District Judge after technical examination.	Yes/ No
7	Technical examination report in the proforma as provided in the G.O. no. 56/2019/578/-Paanch-6-2019-04(G)/2019 dated 07-03-2019 and 49/2020/352/Paanch-6-2020-04(G)/2019 dated 24-02-2020.	Yes / No	Technical examination report in the proforma as provided in the G.O. no. 56/2019/578/-Paanch-6-2019-04(G)/2019 dated 07-03-2019 and 49/2020/352/Paanch-6-2020-04(G)/2019 dated 24-02-2020.	Yes/ No
8	Calculation Memo mentioning the payable and not payable amount by the competent authority.	Yes / No	Calculation Memo mentioning the payable and not payable amount by the competent authority.	Yes/ No
9	Duly completed Essentiality Certificate signed by the treating doctor and counter signed by the Medical Superintendent of the Hospital alongwith Technical examination report by competent authority as per Rule 19(a) and (b). ➤ It must be ensured that Essentiality Certificate should be- i. In the prescribed proforma as provided in the Rule. ii. All particulates like name of doctor, duration of treatment, name of disease must be filled. iii. Must be signed by the treating doctor and countersigned by the medical superintendent of the hospital. iv. There should not be any bill beyond the duration mentioned on the Essentiality Certificate.	Yes / No	Duly completed Essentiality Certificate signed by the treating doctor and counter signed by the Medical Superintendent of the Hospital alongwith Technical examination report by competent authority as per Rule 19(a) and (b). ➤ It must be ensured that Essentiality Certificate should be- i. In the prescribed proforma as provided in the Rule. ii. All particulates like name of doctor, duration of treatment, name of disease must be filled. iii. Must be signed by the treating doctor and countersigned by the medical superintendent of the hospital. iv. There should not be any bill beyond the duration mentioned on the Essentiality Certificate.	Yes/ No
10	Claim is to be submitted in prescribed proforma as given in Appendix 'C' to the sanctioning authority as soon as possible but not later than three months after the completion of treatment as per Rule 16. ➤ In case of delay, an application alongwith affidavit mentioning therein reason for delay and prayer for delay condonation is also required to be submitted.	Yes / No	Claim is to be submitted in prescribed proforma as given in Appendix 'C' to the sanctioning authority as soon as possible but not later than three months after the completion of treatment as per Rule 16. ➤ In case of delay, an application alongwith affidavit mentioning therein reason for delay and prayer for delay condonation is also required to be submitted.	Yes/ No
<b>The documents which are required for Medical Advance in Private Hospital/Referring Institute or in Government Hospital are detailed in the following Chart:-</b>				
1	The application for Medical Advance should be submitted to the Head of Office on prescribed proforma as given in Appendix 'B' and shall enclosed the estimate issued by the treating doctor and countersigned by the Head of Institution/Superintendent-in-Chief/Chief Medical Superintendent/Superintendent/Head of the Department of the Hospital recognized by the Government.	Yes / No	The application for Medical Advance should be submitted to the Head of Office on prescribed proforma as given in Appendix 'B' and shall enclosed the estimate issued by the treating doctor and countersigned by the Head of Institution/Superintendent-in-Chief/Chief Medical Superintendent/Superintendent/Head of the Department of the Hospital recognized by the Government.	Yes/ No
<i>* It is also desired that claimant should keep a copy of all the papers submitted alongwith the claim.</i>				

(II) In the light of G.O. No. 120/Paanch-6-14-5(G)/14 dated 20/01/2014, if beneficiary has been treated in private hospital in emergency condition and his emergency condition is certified by the treating doctor of the private hospital then there is no requirement for reference of government hospital. Therefore no claim should be

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rejected on the ground that employees or their dependents were treated in Private Hospital in emergency conditions without reference of Government Hospital.

- (III) In some cases it has been noticed that the medical claims for treatment in private hospital in emergency condition have been rejected on the ground that beneficiary or his relatives have not informed the Head of office within 30 days from the date of commencement of treatment in private hospital which is necessary in view of Rule 11(b) of the medical reimbursement Rules. In this regard it is to mention that in past several matters related to non compliance of Rule 11(b) have been sent to the Government for relaxation of the said Rule wherein Government has relaxed the Rule. Therefore in such cases there should be no rejection at the end of District Judge without obtaining the opinion of the Government, whose decision is final in view of Rule 28 of the Uttar Pradesh Government Servants (Medical Attendance) Rules, 2011.
- (IV) Time to time it has been informed by the state government that if there are bills/vouchers of different periods which have been submitted on different Essentiality Certificates and technically examined by the C.M.O./C.M.S, mentioning the admissible amount on each Essentiality Certificate, then each Essentiality Certificate will be considered as individual medical claim and will be sanctioned by the competent authority in the Administrative Department as provided in Rule 20 of the Uttar Pradesh Government Servants (Medical Attendance)(First Amendment) Rules, 2014. Therefore, only those medical reimbursement claims in which admissible amount on Essentiality Certificate is above Rs. 2,00,000/- should be forwarded to the Hon'ble Court for sanctioning at the end of the Head of the Department or State Government as the case may be. Here it is to clarify that medical claims of any amount in which relaxation or clarification of Rules are required may be forwarded to the Hon'ble Court after completing the formalities mentioned in the check list.

**Further, it is humbly requested to ensure that no claim should be forwarded to the Hon'ble Court without examination of claim in light of above amended check list.** It is also requested to kindly circulate the above amended check list among the employees posted in your Judgeship, directing them to submit claims only after completing the necessary formalities.

Yours faithfully,

*S Chaudhary*  
Joint Registrar (J)(I) 8.5.24  
For Registrar General