

**OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
NO.107, LOWER AGRAM ROAD, BANGALORE-560 007**

NO.PAY/MED/GEN/CORR

Dated 04.06.2019

To

The Officer in charge

All GE Offices/Units under PCDA Bangalore.

Sub: Passing of Medical reimbursement claims- regarding

This office has observed while audit and processing the Medical Reimbursement claims, that the claims are not in conformity with audit requirements. There are lot of discrepancies in the claim due to lack of proper documents/ bills which ultimately leads to rejections of bills.

The audit and process of claims within the prescribed time limit can be achieved only when the claims are in order. The time taken for (a) transit of bills & (b) on account of rejections leads to lapse of passing the bills within the stipulated time period. The controlling authorities may kindly ensure whether that the requirements as per the check list enclosed are properly complied with and bills/supporting documents are arranged in sequential order before countersigning the claims. Merely forwarding the bills without proper documents results in wastage of time, stationery, rejections of bills and ultimately cause hardship to the individual.

In this connection, Kindly refer Annexure 1 to Chapter 1 (Referred to in Rule 12) of FR PART II under N.B.1. which states that, " it is the duty of the controlling officers to scrutinise carefully before signing or countersigning a claim, that the claim is genuine and is in accordance with the general framework of the scheme of Assisted Medical Attendance and that the charges claimed are supported by necessary bills, receipts , certificates etc. They are empowered to disallow claims which do not satisfy these conditions"

Therefore, it is requested to kindly forward the bills duly completed in all respect. A list of documents required for Outpatient claims, In patient claims and claims on emergency basis is given under. The unit controlling authorities countersigning the claim may kindly ensure that while forwarding the claims necessary documents in sequential order as per the list may duly enclosed and forwarded in order to enable this office to pass the claims at the earliest.

Kindly acknowledge receipt.

GO (PAY/MEDICAL) HAS SEEN

Sr.AO(PAY/Medical)

Copy to: EDP Section for publish in PCDA Bangalore website.

General Point:

1. In the forwarding memo, the unit shall mention clearly whether cheque slip / payment authority to be issued.
2. In case of the issue of cheque slip Public fund account No. of the unit to be specified clearly.

Check List for Out Patient treatment Bills:

(in sequential order to be enclosed with the claim for the Out-patient treatment)

1. Individual details of GPF No/NPS No/ and Unit code should be mentioned clearly in the forwarding memo to identity the individual details in the system while processing the bill.
2. MRC form is completely filled in and amount of advance, if any taken by the individual should be mentioned in the relevant column.
3. MRC Form duly countersigned by the controlling authority.
4. The MRC Form should be affixed with Seal and stamp of the controlling authority.
5. Referral letter issued by CGHS/AMA
6. Copy of CGHS card of the individual availing the treatment.
7. Receipts in original of total amount paid to Hospital/pharmacy /Lab for investigation/treatment/procedure .

Check List for the IN PATIENT TREATMENT

(in sequential order to be enclosed with the claim for the Out-patient treatment)

1. Individual details of GPF No/NPS No/ and Unit code should be mentioned clearly in the forwarding memo to identity the individual details in the system while processing the bill.
2. MRC form is completely filled in and amount of advance, if any taken by the individual should be mentioned in the relevant column.
3. MRC Form duly countersigned by the controlling authority.
4. The MRC Form should be affixed with Seal and stamp of the controlling authority.
5. Referral letter issued by CGHS/AMA
6. Copy of CGHS card of the individual availing the treatment.
7. Copy of the referral letter from the specialist/advice of the specialist wherever this applies.
8. Name of the surgery/procedure under gone by the individual with correct code Nos should be clearly mentioned in the Discharge summary bills.
9. Original copy of the discharge summary from the Hospital.
Final Consolidated bill in original with complete break up details.
10. Receipts in original of total amount paid to Hospital/pharmacy /Lab for investigation/treatment/procedure
11. The code Nos under which the procedure/treatment should be clearly mentioned in the bill and in case of specific implants/devices , invoice copy of the same to be enclosed.

Treatment on Emergency basis:

Kindly enclose all the documents as per this office Circular No PAY/MED/GENCORR Dt 19.02.2019 (as available in the PCDA Website) along with inclusive of above points as mentioned for the inpatient treatment.

List of reasons mentioned for Rejections

01. MRCs form not Countersigned by the controlling officer
02. Copy of Delegation of financial powers on behalf of the controlling authority is not found enclosed
03. No proper seal/stamp is affixed on the MRC Form
04. Ex post facto sanction from the competent authority is not enclosed,
05. Medical advance taken by the individual is not mentioned in the claim
06. cash receipts for purchase of medicines
07. proper Code No. for the surgery / procedure not given in the claim
08. Emergency certificate from the hospital
09. GPF No/NPS No and Unit code not mentioned in the Forwarding memo
10. Original documents not enclosed.