



भारतीय आयुर्विज्ञान अनुसंधान परिषद  
INDIAN COUNCIL OF MEDICAL RESEARCH

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली - 110 029  
V. RAMALINGASWAMI BHAWAN. ANSARI NAGAR. POST BOX 4911. NEW DELHI - 110 029

No. 16/107/2014-Admn-II

Dated: 24<sup>th</sup> December, 2014

To

The Directors/Directors-in-Charge,  
All Permanent Institutes/Centres.

**Sub:** Delegation of powers and compliance of Medical Attendance Rules - Issue of Guidelines.

Sir/Madam,

In continuation of this office circular No. 16/43/2011-Admn-II dated 05-05-2011, I am directed to issue the following clarification on the subject mentioned above:

All Directors of permanent Institutes/Centres were delegated with powers to sanction reimbursement of medical expenses up to Rs.50,000/- incurred by the employees and dependent family members subject to fulfillment of conditions laid down under CCS(MA) Rules, 1944.

However, it has been observed that the medical reimbursement claims/advances/permissions for more than Rs.50,000/- are being disposed of at the institute level causing avoidable audit objections. Similarly, Medical Reimbursement cases are still being received from Institutes/Centres which are processed & forwarded in a very casual manner resulting in delay in final settlement of claims of individuals of different Institutes/Centres. The employees and dependent family members go directly to CGHS **Empanelled** Private Hospitals without any referral from Authorized Medical Attendant or Prior Permission of the competent authority. All claims of Emergency Admissions are being forwarded without Emergency Certificate or any written permission letter which is contrary to procedures and rules.

In order to streamline the process of scrutinizing and submission of medical claims, the stage wise steps required and a more detailed guidelines are appended below for compliance by all Institutes /Centres:

- A. The ICMR Institute Employees/Pensioners are entitled for inpatient treatment in CGHS empanelled hospitals in emergency or with prior permission, as per CGHS/AIIMS rate or actual whichever is less, up-to the delegated powers of

Directors/Directors-in-Charge i.e. up to Rs.50,000/- per case for reimbursement. As per instructions issued from time to time, any expenditure above this amount including advances and permissions are to be sent to ICMR Hqrs. for approval. (A copy of orders dated 27-12-2006 issued by MOH&FW regarding financial limits and delegation of powers and sent earlier vide letter dated 16.10.2014 is again enclosed for reference.)

- B. As per instructions issued by the Govt. of India under CCS (Medical Attendance) Rule, **recognized hospitals** are such hospitals like PGI Chandigarh, AIIMS New Delhi, CMC Vellore, Govt. Cancer Hospitals/RCCs or any hospital **fully funded** by the Central Govt./State Govt./Railways/Local Bodies/PSUs etc and the ICMR employees and pensioners stationed in different states/UTs can straight away take treatment at the said hospitals. However, treatment in **Empanelled Private Hospitals** can be taken in Emergency only or on the written advice (referral) of an Authorized Medical Attendant/ Chief Medical Officer of PHC/CHC or a Govt. Hospital or Administrative Officer of the concerned State etc. as provided in the CCS (Medical Attendance) Rules.
- C. Pensioners not having CGHS cards are granted fixed medical allowance of Rs.500/- per month (revised from time to time) for OPD treatment and hence no further reimbursement for OPD expenditure is permissible as per government orders. The pensioners of the Institutes/Centres are entitled to IPD treatment as admissible to the serving employees.
- D. In order to comply with the CS(MA) rules effectively, the following check-list may be followed while considering each case of medical reimbursement:
1. The duly filled up modified check list for Reimbursement of Medical Claims or Medical Claims Form or Essentiality Certificate, in the prescribed forms.
  2. The Copy of CGHS Card or valid Identity Card.
  3. The Copy of Prior Permission letter from concerned office or referral from CMO/recommendation of subject specialist of Govt. Hospital for specialized procedures.
  4. The Original Bills along with Discharge/Death Summary from the Hospital duly signed by the treating doctor and countersigned by the Medical Superintendent.

5. Emergency Certificate in prescribed format in original from the Hospital, in case treatment was availed in emergency.
6. In case of death of beneficiary, following documents as prescribed in modified check list:
  - i) Affidavit on stamp paper by claimant.
  - ii) No Objection from other Legal Heirs on stamp paper.
  - iii) Copy of Death Certificate.
7. For the treatment availed in Super-specialty Hospitals in non-emergency cases, proper justification/circumstances for the choice may be furnished, unless referred to a Super-speciality Hospital, by name.
8. It has to be mentioned by the forwarding Institute/Centre as to whether the amount claimed for reimbursement is as per the CGHS/Govt. approved rate or not and it has also need to be certified that there is no need of any relaxation of any rules in the instant case.
9. Original pouch of Stent Packets along with requisite documents prescribed by MOHFW from time to time needs to be enclosed in the MRC file in order. In the case of use of implants, Tax Invoice/Original Bills along with stickers of the implant box may be enclosed.
10. The amount mentioned for stents and other implants may please be checked as per ceiling rates fixed by MOHFW and the same may be indicated in the forwarding letter.
11. All cases may be submitted with details of amount charged by the hospital indicating the serial number of the CGHS items with relevant instructions and thus arriving at the amount admissible as per the format given below:

a)

Sl.No.	Particulars: (Name of items, Bill No, Date.	Amount Claimed.	CGHS Code No.	Amount Admissible	Amount Inadmissible
	Total:				

- b) Relevant OMs pertaining to the case (item-wise) may be mentioned & copy for ready reference, in case of specialized procedures like Total Knee Joint

Replacement Surgery, Purchase of Hearing Aid, Implant of AICD/Pacemakers etc.

- c) It may be indicated whether 10% less for General Ward and 15% more for Private Ward has been availed (Not applicable for Lab. Tests, Consumables or Implants.) and case may be put up as per prescribed format as mentioned above.
12. Clarification regarding admissible and non-admissible items provided in the MOHFW OM No.F.No.2-1/2012/CGHS/VC/CGHS(P) dated 01<sup>st</sup> August 2013 has to be complied with.
13. The Pensioners who are drawing Fixed Medical Allowance are not entitled to reimbursement of expenditure incurred on OPD Treatment.
14. It is requested that the instructions/guidelines contained in CS(MA)Rules and circulars issued by the MOHFW from time to time regarding entitlement for various types of wards, reimbursement of medical claims, grant of Medical Advances, ceiling rates on various procedures and artificial appliances, implants etc. may please be followed scrupulously while deciding the medical claims of employees & pensioners of the Institute.
15. All Circulars and OMs, rules and regulations, package rates of different procedures, Admissibility, Revised Rates of procedures and laboratory tests etc. may be downloaded from MOH&FW website [www.mohfw.nic.in](http://www.mohfw.nic.in)>CGHS or [www.msotransparent.nic.in](http://www.msotransparent.nic.in) and copy of relevant portion enclosed along with bill being referred.
16. **Permissions** shall be issued only for eligible persons and against approved hospitals and diagnostic centres and should be issued same day, if applied before 11 AM. It is the responsibility of the Directors/Directors i/c to ensure that permissions are issued on the basis of diagnosis and for approved hospitals and for listed procedures only. The permission letter should be specific for the treatment/procedure/investigation to be undertaken.
17. In case of Chemotherapy/Radiotherapy and Haemodialysis, the permission letters shall clearly mention the number of cycles of Chemotherapy/Radiotherapy planned and how many dialyses are to be undertaken in a week. All claims of reimbursement in respect of Cancer

Treatment should be dealt with according to OM No.REC/2008/JD(Gr)/CGHS/CGHS(P) dated 12 September, 2011, and permissions should be issued to Recognized Cancer Hospitals, RCCs, Exclusive Cancer Hospitals or CGHS Empanelled Private Cancer Hospitals, on the basis of diagnosis made by a Govt. Subject Specialist.

This issues with the approval of DG, ICMR.

Yours faithfully,



(T.S. Jawahar)  
Sr. Dy. Director General(Admn.)

Copy to: Chief/Sr.AO/AO/SO of All Technical Divisions  
IRIS Section: for uploading on ICMR website.

**No. S.12020/4/97-CGHS (P)**  
**Government of India**  
**Ministry of Health & Family Welfare**  
**Department of Health & Family Welfare**  
 \*\*\*\*\*

**Nirman Bhawan, New Delhi**  
**Date: 27<sup>th</sup> December, 2006**

**Office Memorandum**

**Subject :** **Delegation of powers to heads of Departments in various Ministries/ Departments for settling permission cases and post facto approval relating to referral system in CGHS.**

The undersigned is directed to refer to this Ministry's Office Memoranda of even number dated the 7<sup>th</sup> April, 1999, and 7<sup>th</sup> March, 2000, on the above subject vide which powers were delegated by the CGHS. Delegation No. 12 of O.M. of 7<sup>th</sup> April, 1999, under post facto approval in respect of CGHS for settlement of individual medical reimbursement claims/to accord permission/grant of medical advance reads as follows:

Subject to the approval of head of the CGHS organisation of the concerned CGHS covered city / Ministry of Health & Family Welfare, where prescribed in the preceding paras, the monetary limit for issuing sanction were raised as under:-		
A	Rs. 2 lakhs (in case of serving employee beneficiaries)	: By the HOD
B	Rs. 2 lakhs (in case of pensioner CGHS beneficiaries)	: By the Head of the concerned CGHS covered city
C	Rs. 2 to 5 lakhs	: Director, CGHS
D	Above Rs. 5 lakhs	: Ministry of Health & Family Welfare

2. Powers were further delegated vide Office Memorandum No. S-12020/4/97-CGHS (P) dated 7<sup>th</sup> March 2000 as follows:-

- (i) A serving Central Government Servant covered under CGHS who is taking treatment in some CGHS Dispensary / Government hospital and desires to obtain treatment in a private hospital recognized under CGHS, the Heads of Departments may grant him permission for indoor treatment on the basis of medical prescription issued to the CGHS beneficiary.

.....2

-: 2 :-

- (ii) The Heads of Departments (HODs) may decide the cases of reimbursement of medical claims in respect of treatment obtained in **emergency** at private hospital / private nursing home / private clinic, subject to item-wise ceiling as per rates prescribed for CGHS beneficiaries without financial limit on the total amount to be reimbursed.

3. The Ministry of Health & Family Welfare has been receiving files from different Ministries/Departments in respect of medical claims / request for advance when the admissible amounts exceeded Rs. 2.00 lakhs even though in most of the cases the admissible amount calculated were as per the approved rate list. This has created avoidable work in the Ministry without any scope for value addition in the process of examination.

4. The Ministry of Health & Family Welfare has been examining the question of further delegation of powers to the Heads of Departments / Ministries in the matter and it has been decided with the approval of the competent authority to delegate powers to Departments / Ministries to settle all cases where there is no relaxation of rules and the entitlement was worked out with reference to the rate list prescribed without any monetary ceiling. The delegation would, however, be subject to the condition that the Heads of the Departments / Ministries may settle cases upto the limit of Rs. 2,00,000/- (Rupees Two lakhs only) (worked out with reference to the prescribed rate list). In respect of cases involving payment exceeding Rs. 2,00,000/- (Rupees Two lakhs only) but as per the prescribed rate list, the concerned Departments / Ministries may settle such cases in consultation with their respective Internal Finance Division. Only in those cases where the settled scheme / rules are required to be relaxed, should the case be referred to the Ministry of Health & Family Welfare.

5. This issues with concurrence of Internal Finance Division, Vide CD No: C – 2572-IFD/2006 dated the 27<sup>th</sup> November, 2006.

(R. Ravi)  
Deputy Secretary to the Government of India  
(Telefax: 2306 3483)

TO

- (1) All Ministries / Departments in the Government of India
- (2) Director General of Health Services
- (3) All Officers / Sections / Desks in the Ministry of Health & Family Welfare
- (4) Director, CGHS
- (5) Director (ASK), IFD, Ministry of Health & Family Welfare
- (6) All Additional Directors / Joint Directors, CGHS, Delhi
- (7) All Additional Directors / Joint Directors, CGHS outside Delhi
- (8) Registrar, Supreme Court of India

.....3

-: 3 :-

- (9) Office of the Comptroller & Auditor General of India, 10 Bahadur Shah Zafar Marg,

New Delhi, with the request that these orders may be made applicable to the persons serving in the Office of the Comptroller & Auditor General of India.

- (10) Registrar, High Court of Judicature at Delhi
- (11) Secretary, Union Public Service Commission, New Delhi
- (12) Shri Umraomal Purohit, Secretary, Staff Side, 13-C, Ferozshah Road, New Delhi 110 001
- (13) All Staff Side members of the National Council (JCM)
- (14) M/s Swamy Publishers (P) Ltd., P. B. No: 2468, R. A. Puram, Chennai 600 028
- (15) M/s Swamy Publishers (P) Ltd., 4855, 24 Ansari Road, Near Sanjeevan Hospital, Daryaganj, New Delhi 110 002
- (16) Copy for folder
- (17) Guard file

Copy forwarded, for information, to:

- (1) Sr. PPS to Secretary (H & FW)
- (2) AS (J)    (3) AS (DG)    (4) AS & PD, NACO    (5) AS & FA

(R. Ravi)  
Deputy Secretary to the Government of India

① BIC Division Website



