

GOVERNMENT OF ASSAM
FINANCE (BUDGET) DEPARTMENT


OFFICE MEMORANDUM

NO. BB 107/2002/PT II/7


Dated the 30th June 2007

Sub : **Procedure for sanction/ drawal of Medical Re-imburement Bill.**

1. The Power to sanction Medical Re-imburement claim of State Government employees/ Pensioners has been delegated to the Administrative Departments. Administrative Departments sanction the same as per provisions of Assam Medical Attendance Rule 1976 as amended and instructions issued there under from time to time, on receipt of such claim directly and also from other Controlling Officers/ Drawing and Disbursing Officers (D.D.O.) under them. Procedures for submission Medical Re-imburement bill by the Pensioners to the concerned Administrative Departments will continue to be followed by Finance Department's letter No.BB.89/95/33 dated 4.8.1997.
2. The Controlling Officers / D.D.O. while submitting such proposal for Medical re-imburement to respective Administrative Department will furnish the following documents/ information after being satisfied about the genuineness of the claim:-
 - (i) Authorised Medical Attendant's recommendation,
 - (ii) Recommendation of the Referral Medical Board, wherever applicable,
 - (iii) The approval of the Director of Health Services, Assam, wherever applicable,
 - (iv) Essentiality Certificate to be issued by Authorised Medical Attendant,
 - (v) Records of the Referral Hospital/ Government Hospital/ Private Hospital,
 - (vi) Final Bill issued by the hospital authority at the time of discharge,
 - (vii) Discharge Certificate from the Hospital concerned,
 - (viii) Budget allocation,
 - (ix) Bank Account Number of the claimant.
3. Administrative Department after being satisfied about the genuineness of the claim, shall sanction the same after observing all necessary formalities and issue an Advice Slip duly filled in with signature and seal along with the copy of sanction meant for the Treasury Officer to the concerned Treasury Officer directly in a sealed cover. Advice Slip will be supplied by Finance (Budget) Department to each Administrative Department. Accordingly, all Administrative Departments are to submit their demand to Finance (Budget) Department for supply of required number of Advice Slip.


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4. The Treasury Officer will keep the Advice Slip with him until he receives Medical Reimbursement Bills from the D.D.O. concerned. The Treasury Officer will verify the genuineness of the signature of the signing authority as appearing in the sanctioning order, Advice Slip and the sanctioning letter attached with the Medical Reimbursement Bill by comparing them with the specimen signature of the signing authority available with him. In case of any doubt, the Treasury Officer may request the Administrative Department for further information, which may also require verification of the claim with the concerned hospital, if considered necessary. The Treasury Officer shall pass the bill for payment only through Bank Account of the claimant, after he satisfies himself about the genuineness of the bill as above.
5. Since all medical re-imburement bills are drawn by the concerned D.D.O.s, it is primary responsibility of the D.D.O.s to be satisfied about the genuineness of the claims before submission of the medical re-imburement bills to the Treasury for payment.
6. For any financial loss caused to the State Government due to fraudulent drawal of Medical Re-imburement Bills, the concerned D.D.O. alongwith the claimant and other guilty of abetment will be penalized under relevant provisions of the Assam Fiscal Responsibility & Budget Management Act (AFRBM Act), 2005 and that of the Indian Penal Code.
7. The instruction will be effective for all Medical Reimbursement bills submitted/ to be submitted during the current financial year (2007-08) onwards.


(H. S. Das) 30/6/07

Commissioner & Secretary to the Govt. of Assam,
Finance Department


Memo NO.BB.107/2002/Pt-II/7-A, Dated Dispur, the 30th June, 2007

Copy forwarded for information and necessary action to:-

1. The Accountant General (A&E) Assam, Maidamgaon, Guwahati-29.
2. The Accountant General (Audit) Assam, Maidamgaon, Guwahati-29.
3. The Chairman, Assam Administrative Tribunal, Guwahati-1.
4. The Chairman, Assam Board of Revenue, Guwahati-1.
5. The Commissioner & Secretary to the Chief Minister, Assam, Dispur.
6. The Secretary to the Governor of Assam, Raj Bhawan, Guwahati.
7. The PPS to Chief Minister, Assam, Dispur.
8. The Chief Electoral Officer, Assam, Dispur.
9. The Agricultural Production Commissioner, Assam, Dispur.
10. The Commissioner & Secretary/Secretary to the Govt. of Assam of all Administrative Departments.
11. The Resident Commissioner, Govt. of Assam, Assam Bhawan, Kautilya Marg, New Delhi - 110021 (FAX No.011-26117059).
12. The Trade Adviser and Director of Movements, Assam House, Kolkata-71.

13. The Commissioner, Upper Assam Division, Jorhat/ Northern Assam Division, Tezpur/Lower Assam Division, Guwahati/ Hills & Barak Valley Division, Housefed Complex, Dispur.
14. The EAC, in-charge, Assam Bhawan, Sector 30-A, Plot No.28, Vashi, Navi Mumbai, Maharashtra.
15. The P.S. to Chief Secretary, Assam, Dispur.
16. The P.S. to all Additional Chief Secretaries to the Govt. of Assam, Dispur.
17. The Liason Officer, Assam House, Kolkata (FAX No. 033-22297259).
18. The Liason Officer, Assam House Shillong (FAX No. 0364-2223828).
19. The Registrar, Gauhati High Court, Guwahati.
20. All Heads of Departments.
21. All Deputy Commissioners.
22. All Sub-Divisional Officers.
23. Sr.FA/ FA/ FAOs/ of all Departments.
24. All Treasury Officers.
25. The Principal Secretary, Karbi Anglong Autonomous Council, Diphu/N.C.Hills Autonomous Council, Haflong/ Rabha Hasong Autonomous Council, Dudhnoi/ Lalung (Tiwa) Autonomous Council, Morigaon /Mising Autonomous Council, Gogamukh/ Bodoland Territorial Council, Kokrajhar/ Sonowal Kachari Autonomous Council, Dibrugarh/ Deuri Autonomous Council, Narayanpur/ Thengal Kachari Autonomous Council, Titabor.
26. The Secretary, State Election Commission, Housefed Complex, Dispur.
27. The P.S. to All Ministers and Ministers of State, Assam.
28. The Director of Information & Public Relations, Assam, Dispur, Guwahati-6 for wide publicity of the contents of the O.M. through leading news papers in Assam.
29. All Control Branches of Finance Department.

By Orders etc.,


30/6/07

(H. S. Das)

Commissioner & Secretary to the Govt of Assam,
Finance Department.

GOVERNMENT OF ASSAM
FINANCE (BUDGET) DEPARTMENT

NO. BE. 89/95/33 Dated Dispur, the 4th August, 1997.

From : Shri S. C. Das, IAS.,
Commissioner & Secy. to the Govt. of Assam,
Finance Department, Dispur.

To : All Administrative Departments/Heads of Departments/
Deputy Commissioners and Sub-Divisional Officers/
Treasury Officers.

Sub : Payment of T.A. Bills and Medical Bills to the
Pensioners guided by Assam Medical Attendance
Rules, 1976.

Sir,

I am directed to say that as per rule 11 and 12 of Assam Medical Attendance Rules, 1976 (AMA Rules) read with rule 2 and 4(2) of the said Rules, Govt. Pensioners/Family Pensioners including the extra-ordinary family pensioners are entitled to get reimbursement of the cost of treatment including cost of medicine and payment of T.A. Bills. The said Rules does not however specify the authority to whom these bills are to be submitted or who would be the sanctioning authority of the bills and or what would be the Head of Account from which expenditure is debitable. It is therefore clarified that the pensioners/family pensioners/extra ordinary families pensioner as the case may be will submit bill (s) to his/her head of office who submitted his/her pension papers to A. G. Assam/Director of Pension - in case of teachers. The Head of Office will process, issue sanction and draw and disburse the amount to the pensioners/Family pensioners exactly in the same manner as done in case of inservice persons. The Finance Department should be consulted wherever necessary. The expenditure on this account will be debitable to the Head of Account "20/1-Pension & other Retirement Benefits-101-Superannuation and Retirement Allowances".

Yours faithfully,

Comr

Shri S. C. Das, IAS.,
Commissioner & Secretary to the Govt. of Assam,
Finance Department.

4/8/97
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