

V.O. CHIDAMBARANA PORT TRUST
FINANCE DEPARTMENT
ESTABLISHMENT SECTION

No. FIN-OFFAO-BIL-RETIR-V1-16/D. 987

Dt: 8-04-2016

CIRCULAR No. 01 /16-17

Finance Department is receiving huge number of referral and non-referral medical re-imburement claims in respect of Retired employees VOC Port. In some cases, the reimbursement of medical claims of the retired employees are received by Finance Department with much delay thereby causing hardship to the retired employees. In order to stream-line the settlement of the bills in time, the following procedure is hereby made.

- (i) The medical department will receive the medical claims with all requirements along with the copies of medical Identity Card and Aadhaar number and other documentary evidences of the retired employees who shall submit the same within 30 days of completion of treatment.
- (ii) The medical claim bills will be processed by medical department and submit the same to Finance Department in the prescribed format as enclosed within 5 working days from the date of receipt of bills
- (iii) The Finance Department shall scrutinize the bills within 5 working days based on CGHS rate and submit the bills to competent authority and copy of the statement will be retained in the Establishment Section.
- (iv) The medical bills are to be settled within 15 days from the date of receipt of bills from the retired employees.

This issues with the approval of Dy. CPT and comes in to effect from 01.04.2016 on-wards.

Encl: One statement.


FINANCIAL ADVISER & CHIEF
ACCOUNTS OFFICER

To

The Chief Medical Officer(Stat)/VOCPT - with the request to bring to the knowledge of all employees and Retired employees.

Copy to: 1.All Heads of Departments/VOCPT
2. ISO Cell
3. EDP Cell
4. Chief Vigilance Officer/VOCPT
5. PS to CPT
6. PA to Dy.CPT

