

**Form of application for claiming refund of medical expenses incurred
in connection with medical attendance and/or treatment of
Central Government servants and their families**

1. Name and designation of Government servant ...
(In block letters)
 - (i) whether married or unmarried
 - (ii) if married, the place where wife/husband is employed
 2. Office in which employed
 3. Pay of the Government servant as defined in the Fundamental Rules, and any other emoluments which should be shown separately
 4. Place of duty
 5. Actual residential address
 6. Name of the patient and his/her relationship to the Government servant
N. B.—In the case of children state age also.
 7. Place at which the patient fell ill
 8. Details of the amount claimed
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I. Medical Attendance—

- (i) Fees for consultation indicating—
 - (a) the name and designation of the medical officer consulted and the hospital or dispensary to which attached
 - (b) the number and dates of consultation and the fees paid for each consultation
 - (c) the number and dates of injection and the fee paid for each injection
 - (d) whether consultations and/or injections were had at the hospital, at the consulting room of the medical officer or at the residence of the patient ...
 - (ii) Charges for pathological, bacteriological, radiological, or other similar tests undertaken during diagnosis indicating—
 - (a) the name of the hospital or laboratory where undertaken; and
 - (b) whether the tests were undertaken on the advice of the authorised medical attendant. If so, a certificate to that effect should be attached ...
 - (iii) Cost of medicines purchased from the market ...
(Cash memos and the essentiality certificates should be attached)
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II. Hospital Treatment—

- Name of the hospital
- Charges for hospital treatment, indicating separately the charges for—
- (i) Accommodation
(State whether it was according to the status or pay of the Government servant and in cases where the accommodation is higher than the status of the Government servant, a certificate should be attached to the effect that the accommodation to which he was entitled was not available)
 - (ii) Diet
 - (iii) Surgical operation or medical treatment or confinement

- (iv) Pathological, bacteriological, radiological or other similar tests, indicating—
- (a) The name of the hospital or laboratory at which undertaken
- (b) Whether undertaken on the advice of the medical office-in-charge of the case at the hospital. If so, a certificate to that effect should be attached.
- (v) Medicines
- (vi) Special medicines
- (Cash memos and the essentiality certificates should be attached)
- (vii) Ordinary nursing
- (viii) Special nursing, i.e., nurses, specially engaged for the patient. State whether they are employed on the advice of the medical officer-in-charge of the case at the hospital or at the request of the Government servant or patient. In the former case, a certificate from the medical officer-in-charge of the case and countersigned by the Medical Superintendent of the hospital should be attached ...
- (ix) Ambulance charges
(State the journey — to and fro — undertaken)
- (x) Any other charges, e.g., charges for electric light, fan, heater, air-conditioning, etc. State also whether the facilities referred to are a part of the facilities normally provided to all patients and no choice was left to the patient

NOTE 1.— If the treatment was received by the Government servant at his residence under Rule 8 of the Secretary of State's Service (M.A.) Rules, 1938 or Rule 7 of the C.S. (M.A.) Rules, 1944, give particulars of such treatment and attach a certificate from the authorized medical attendant as required by these rules.

NOTE 2.— Deleted vide O.M., dated 1/17-10-2007.

III. Consultation with Specialist

Fees paid to Specialist or a Medical Officer other than the authorized medical attendant, indicating—

- (a) The name and designation of the Specialist or Medical Officer consulted and the hospital to which attached.
- (b) Number and dates of consultations and the fees charged for each consultation
- (c) Whether consultation was had at the hospital, at the consulting room of the Specialist or Medical Officer, or at the residence of the patient... ..
- (d) Whether the Specialist or Medical Officer was consulted on the advice of the authorized medical attendant and the prior approval of the Chief Administrative Medical Officer of the State was obtained. If so, a certificate to that effect should be attached... ..
9. Total amount claimed Rs.
10. Less advance taken on Rs.
11. Net amount claimed Rs.
12. List of enclosures

DECLARATION TO BE SIGNED BY THE GOVERNMENT SERVANT

I hereby declare that the statements in the application are true to the best of my knowledge and belief and that the person for whom medical expenses were incurred is wholly dependent upon me.

Date

Signature of the Government servant
and Office to which attached



- c) That the injections administered were/were not for immunizing or prophylactic purposes.
- d) That the patient is/was suffering from and is/was under our treatment from
- e) That the X-ray, Laboratory test etc. for which expenditure Rs. was incurred were necessary and were undertaken on our advice at (name of the Hospital or Laboratory)
- f) That we referred the patient to Dr. For specialist consultation and the expenditure for Rs. incurred were necessary for the recovery/prevention of serious deterioration in the condition of the patient.

Signature and designation of the
Medical Officer in Charge
of the case/Medical Superintendent
at the Hospital

PART B

I certify that the patient has been under treatment at the Hospital and that the facilities provided were the minimum which were essential for the patient's treatment.

Medical Superintendent/
In charge of the Hospital

Hospital Seal