

No.F.-24-1/2011/E-I  
National Council of Educational Research and Training  
Sri Aurobindo Marg, New Delhi

September 02<sup>nd</sup>, 2014

**Circular**

It has been noticed that the retired and working faculty members are submitting their requests for Medical reimbursement claims/Permission with the incomplete information/documents which causes to delay in processing their requests. The details of the documents required for processing the medical claims/permission are as under:-

S.No	Documents required for settlement of medical bills	Documents required for medical permission
1	Request of the applicant for reimbursement of medical claim.	Request of the applicant for medical permission/treatment/tests.
2	Medical form 2004 duly filled up in all respect with signatures.	Photocopy of the Valid CGHS Card.
3	Photocopy of the Valid CGHS Card.	Prescription slips of CGHS dispensary/Govt. Hospital/AMA.
4	All original bills/vouchers etc.	
5	An original Emergency Certificate in case of emergency only.	
6	Original discharge summary of the concerned hospital.	
7	A detailed list of all medicines, laboratory tests, investigations, number of Doctors visits etc. should be submitted for reimbursement with dates.	
8	Pre-receipt from the applicant. If the amount is more than Rs.5000/- put the revenue stamp of Rs. 01 and put the signature on it.	
9	Copy of the permission letter issued by Council, if applicable.	
10	Photocopies of claim papers and an affidavit on stamp paper of appropriate value, in case original papers have been lost.	
11	Affidavit on stamp paper by claimant, no objection from other legal heirs on stamp papers and copy of death certificate, in case of death of the card holder.	

Therefore, all the faculty members (working/retired) are requested to submit their request towards settlement of medical claims and medical permission as per above mentioned required documents.

This issues with the approval of the Competent Authority.

  
(Bimal Chandra)  
Under Secretary

Copy forwarded for circulation to:

1. All Head of Department/Divisions/Cells of NIE/Retired faculty members.
2. CAO, NCERT
3. CRC for placing it on the website of NCERT
4. PS to Director
5. PS to Joint Director

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