

Office of Chief General Manager Telecom
Maharashtra Telecom Circle,
6th Floor, 'D' Wing, Admn Bldg.,
Juhu Danda Complex, Juhu Road
Santacruz (W), Mumbai – 400 054



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No.F/F&A/Misc/Medical Bills/2018-19/03,

dated at Mumbai, the 10/10/2018

To :

1. PS to CGMT Mumbai
2. All PGMs/ GM O/o CGMT Mumbai.
3. All DGMs / AGMs/CAOs/ EE(Civil)/ EE (Elect)

Sub : Instructions regarding reimbursement of OPD Medical Bills reg...

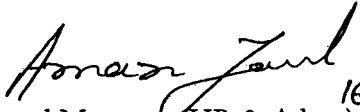
Kindly refer to the subject cited above and in addition to the various circular / letters issued by Competent Authorities time to time, the following points are also to be adopted while considering the admissibility of medical bills submitted for payments :

1. Date, Signature and registration No. is mandatory on Doctor's prescription.
2. Doctor's receipt should be in proper format for consultancy and other charges. However receipt amount on Doctor's letter head (in original) will be considered for reimbursement.
3. On prescription, period of treatment / quantity of medicine is to be specified.
4. Original/ self attested copy of prescription is to be submitted by claimant with bill.
5. Without prescription consultancy receipt will not be entertained.
6. Doctor's advice is mandatory for diagnostic test. If the tests are done by the consulting doctor or hospital it self, same will be considered and if the tests are performed in some other pathology, doctor's advice is needed on prescription.
7. All diagnosis test name prescribed by doctor to be specified in cash memo instead lump sum amount.
8. Proper Cash Memo is required containing Date, Name of Patient and Quantity of Medicines, etc. However in Ayurvedic and Homeopathic treatment, all treatment and medicines should be briefly noted on letter head alongwith proper cash memo which requires doctor's signature and stamp with registration number.
9. Medicines will be considered for reimbursement within treatment period only, as prescribed by doctor.
10. Medicines should be purchased within the period in conformity with doctor's prescription i.e. it should be purchased within prescribed time of medication.

.....contd. on 2.

11. In Dental treatment cases details of date wise procedure conducted by doctor and amount wise break up for treatment should be specified.
12. The Appliances like orthopedic belts, knee cap, nebulizer, spectacles, etc. will not be admissible as per guidelines received.
13. Product manufactured / marketed as food supplement, cosmetic etc. prescribed by doctors will be inadmissible.
14. Tax Invoice may be submitted by the claimant along with the claim in case of implant treatment.
15. Medical claims may be submitted in proper sequence of receipt numbers chronologically as per date.
16. Under normal circumstances, outdoor medical bills for a patient in a particular month should be claimed once in a month only.
17. Separate dependency declaration is required for children more than 25 years old.
18. Allopathy, Ayurvedic, Unani, Homeopathy medicines shall be admissible if these are prescribed by respective doctors only. E.g. Allopathy medicines can be prescribed by Allopathy doctors only.

However in case of any discrepancy, the concerned authority may get documents verified through visit to hospital/ doctor/ pharmacy, etc.


General Manager (HR & Admn) 15/10/18
O/o Chief General Manager Telecom
Maharashtra Circle, BSNL
Mumbai - 400 054

Copy to :

1. All SSA Heads in MH Telecom Circle.
2. Dist. Secretary - SNEA(I)/ AIBSNLEA/ BSNLEU/ NFTE BSNL/AIGETOA/ SCSTEW A Mumbai
3. Notice Board.