

*System Analyst*

झारखण्डकेन्द्रीय विश्वविद्यालय

Central University of Jharkhand

(A Central University established by an Act of Parliament of India in 2009)

Finance and Accounts Department

NOTICE

CUJ/FIN/Medical Reimbursement/ 2016/2017/01

Date: 21/07/2016

It has been observed that bills are submitted without countersignature of Medical Officer or Superintendents Signature, such type of bill cannot be regulated for payment.

It is also observed that referrals are not taken for treatment, or if taken treatment are done prior the referral date. Further referrals for long treatments has to be taken in every three months , cases are found where referral was taken in 2014 and treatment is still continuing, this is to be avoided.

Cases are seen where referral for out station treatment are not obtained by staffs and treatment done which limits finance to regulated the bills.

Medical bill Forms are not dully filled by employees, medicine, illness, relationship pay band and others are left and not filled.

Further the Medical Rule notification no: CUJ/GA/M.F./50/2013-1369 dt. 04<sup>th</sup> Feb 2014, is not adhered accordingly by the staffs of the university.

- a. All official's teaching/non-teaching regular staffs of the university who are claiming for medical reimbursement are requested to submit the medical bills in finance section within time frame.
- b. Bills submitted have to be countersigned along with stamps by the concerned Medical Officer/AMA under CS(MA) Rules in the **medical** form and also on **bills** for OPD cases. In case of New Born Family Declaration may be submitted along with the bills.
- c. During Hospitalisation or cases of admitting patient to hospital the form has to be countersigned by the Medical Superintendent as required in the forms. Discharge Summary is to be submitted along with bills for reimbursement purposes.
- d. Referrals for OPD treatment may be taken on prior from the Medical Officer of the University/AMA, for Hospitalisation cases the intimation / information may be given to MO or Finance office within 24 to 48 hours for record purposes.

- e. For major treatments of a patient the MO/AMA may advise for specialised centres for treatment within Ranchi station, in case if the special treatment facility is not available in Ranchi station, again referral may be sought from MO/AMA for treatment out of station.
- f. Prior approval of the competent authority may also be obtained in cases of Specialised Medical Treatment out of Station.
- g. Instructions for Government Servants CSMA Rule on **Appendix X** of Medical Attendance Rules may be followed by Employees of CUJ.
- h. Copy of the list of Authorised Medical Attendants (AMA) for Ranchi city is also enclosed herewith for ready reference.



Finance Officer

**Copy for information to:**

1. PS to Vice Chancellor
2. PS to Registrar
3. PS to Finance Officer
4. All Heads and Deans
5. All regular employees of CUJ
6. Finance & Accounts Section
7. System Analyst – for uploading in the Website
8. Notice Board.
9. Guard File

