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Sudhanshu Gupta, IAS
Secretary, ICFRE



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Indian Council of Forestry Research and Education
(An Autonomous Body of the Ministry of Environment and Forests, Govt. of India)
P.O. New Forest, Dehradun - 248 006 (Uttarakhand)

No. 11-5/PHS/2013-ICFRE

Dated the 12-October, 2013

To,

All Directors of ICFRE Institutes
DDO, ICFRE

Subject: - ICFRE Pensioners' Health Scheme (ICFREPHS) - 2012 for extending medical facilities to retired employees of the ICFRE Society and their dependent family members-submission of six monthly report for placing before the area of the ICFRE.

Sir,

Please refer to this office letter of even number dated 17.10.2013 on the above mentioned subject. More than one month has been elapsed but the requisite information has not been received from you so far. In this connection, it is stated that the meeting of the BOG of the ICFRE is likely to be held very soon. Therefore, the requisite information regarding sanction/adjustment of the advance granted to the beneficiaries of ICFREPHS is urgently required for preparing Agenda Item for placing before the BOG of the ICFRE. The Check list for medical Reimbursement of Medical Claims alongwith Statement-I showing the position of monthly return of disposal of Medical Reimbursement Claims (MRC's) cases is enclosed, herewith, for information & necessary action.

It is requested that details of expenditure incurred on medical reimbursement medical claims for the period from 01-04-2013 onwards to beneficiaries of ICFREPHS may please be furnished to this office by 30-10-2013 positively. Simultaneously, photo copies of medical claim bills already settled & paid by the Institute alongwith information check-list in respect of each bill & month wise details of disposal of MRC's cases in Statement-I may please be supplied to this office

Encls :- As above

Yours faithfully

22/10/13
(Sudhanshu Gupta)
Secretary, ICFRE

Copy to :-

1. The DDG (Admin.), ICFRE
 2. The Group Coordinator, FRI, Dehradun
 3. The Accounts Officer, FRI, Dehradun
- } for information and similar
action in the matter.

ICFRE Pensioners' Health Scheme -- 2012

Checklist for Medical Claims Reimbursement by the Institutes under ICFRE

1. Name of Institute :
2. ICFREPHS Medical Identity Card No. : No. _____
Validity: from _____ to _____
3. Full Name of Pensioners card holder :
(in Block letters)
4. Name of Patient and relationship with Primary Card holder and Card No. : Name _____
Relationship _____
Patient Medical Card No. _____
5. Actual residential address and place at which the patient fell ill :
6. Details of Amount Claimed
 - (a) Name of AMA & Hospital
 - (b) Name of AMA who referred the Patient to other Hospital (attach copy of referred by AMA)
 - (c) Duration of Treatment
 - (d) No. & dates of consultation & fees paid for each consultation : (i) Fees Paid -
(ii) Fees admissible under CGHS-
(iii) Fees allowed for reimbursement-
 - (e) Name of the Hospital/Laboratory where pathological, Radiological or other similar tests under taken on the advice of AMA (attach certificate to that effect) : (i) Hospital -
(ii) Cost of Test Claimed -
(iii) Cost of Test Admissible - under CGHS
(iv) Cost allowed for reimbursement-
 - (f) If test/investigations carried out from Private Hospital/Lab., attach non-availability certificate from Govt./ recognized hospital concerned.
 - (g) Cost of Medicines purchased from Market & payment admissible prescribed under CGHS : (i) Cost of Medicine claimed-
(ii) Cost of Medicine admissible under CGHS
(iii) Cost allowed for reimbursement
 - (h) Cost of diet, accommodation etc and payment admissible as per CGHS rates : (i) Amount of Claim -
(ii) Amount of claim admissible under CGHS
(iii) Amount allowed for reimbursement
7. Total Amount claimed :
8. Less Advance, if any, paid :
9. Net Amount Claimed :
10. Amount allowed and Paid after scrutinizing of bill as per actual cost/CGHS rates _____

Certificate

Certified that the medical claim (bill) also has been scrutinized and allowed the payment as per actual cost/applicable rates prescribed by the Govt. of India under CGHS Scheme, whichever is less.

(Please mark ✓ which is applicable)

Accounts officer/DDO
With Stamp

INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION
(An Autonomous Body of the Ministry of Environment and Forests, Govt. of India)
P.O. New Forest, Dehradun – 248 006 (Uttarakhand)

No. 11-01/PHS/2013-ICFRE

Dated the 4th October, 2013
November

CIRCULAR

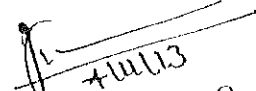
It has been observed that applications of pensioners for issue of medical Identity Cards under ICFREPHS are being forwarded to ICFRE without proper checking and scrutiny at the Institute level. As a result incomplete applications are reaching to this Council either on account of receipt of incomplete application or on account of non-submission of supporting documents in respect of dependent family members.

2. In this connection, it is bring to the notice that there are certain criterion such as residence, income limit, marital status, age limit the term family/ or dependent of pensioner as per family members declared while inservice, disability etc. for determining dependency of family members for eligibility for extending medical facilities under ICFREPHS/CGHS. As such, relevant information along with certified copies of documents are necessarily required to ensure that the name of only genuine and eligible persons are included in the ICFREPHS Cards. **Further it is also the responsibility of the Pensioner to apply for inclusion of genuine and eligible members as well as deletion of the name of dependent from the ICFREPHS Cards when the ward is no more entitled to the benefits under the scheme.** The failure on the part of a card holder to get the name of a family members deleted from the ICFREPHS card when he is no more dependent on him is a good and sufficient reason for initiating action against him in terms of rules/laws and if required his/her pension may also be forfeited besides taking action against culpable individual.

3. It is further to mention that it is incumbent upon the forwarding authorities of the Institutes to ensure that the names of only genuine and eligible persons are included in the ICFREPHS Card before sending applications of the pensioners to the ICFRE (HQrs.). With a view to ensure genuines and eligibility of persons, necessary certificates/documents to confirm the status of prescribed criteria such as residence, marriage, employment & income etc. in respect of members of family issued by the Competent Authority of the respective State may also be obtained from the applicant pensioner concerned. As such, the Competent Authority in the Institute may satisfy himself about fulfillment of the above prescribed criteria of dependency in respect of family members on the basis of relevant certificate/documents submitted by the pensioner before recommending cases for health benefits under ICFREPH Scheme.

4. All Heads of Institutes/Directorates under ICFRE are requested kindly to bring the above provisions to the notice of all employees/pensioners for their information and compliance. Simultaneously necessary instructions may be issued to officer/official concerned to forward the application of pensioners after proper scrutiny and obtaining relevant information alongwith documents for issue of medical cards under ICFREPHS.

5. It may be noted that incomplete application will not be entertained in any case and this office will not be held responsible for any delay/inconvenience on the account of issue of Medical Card under ICFREPH Scheme.


(Suchanshu Gupta)
Secretary, ICFRE

Distribution:

1. All DDGs/Director(IC)/CVO/ADGs/Director (BC)/Project Director,SLEM/Head IAC, ICFRE.
2. All Directors of Institutes/Centres under ICFRE.
3. The DDO, ICFRE/Under Secretary, Pension Cell, ICFRE.
4. Notice Board/Guard file.