

GUIDELINES FOR CLAIM OF REIMBURSEMENT

1. The treatment must be availed only from the Hospitals empanelled by the University of Delhi. However, in emergency cases to be corroborated by Emergency Certificate from the treating Physician/Surgeon. Emergency treatment can be taken from private hospital in case no government / recognized hospital located nearby. For availing reimbursement of expenses, nature of Emergency will have to be justified and approved by the Chief Medical Officer.
2. Medical Claim bill ought to be submitted by the beneficiaries directly to their concerned Branch/Department in which the beneficiaries are employed. Finance Branch XIII will make the reimbursement of the medical bill(s). All claims must be made within six months of the treatment come what way else the bills will be summarily rejected.
3. The Retired employee must submit their Hospital medical bills/OPD claims directly to the concerned Establishment Branch Teaching/Non-Teaching. The reimbursement will be made by Finance XIII.
4. The reimbursement will be as per CGHS/AIIMS approved rates as per his/her entitlement. All extra charges other than the CGHS/AIIMS approved rate list will be borne by the incumbent/beneficiary.
5. The incumbent/beneficiary has to upload the scan copy of medical treatment card/pensioner medical treatment card.
6. The employee must submit their hospital medical bills(In-patient) with the original discharge summary, breakup of the bill. In case any implant has been used during the treatment claimant has to submit the invoice and sticker of the implant.
7. All column of the medical claim bill should be filled and countersigned by claimant/beneficiary before submitting the bill.
8. The incumbent/beneficiary may be requested to submit the hard copy of filled online medical reimbursement form within 30 days from the date of submission to the concerned Branch/Section/Department.