



भारत सरकार, रक्षा मंत्रालय

Government of India, Ministry of Defence

प्रधान लेखा नियंत्रक (आयुध निर्माणियाँ), कोलकाता

Principal Controller of Accounts (Ordnance Factories), Kolkata

10 A. S. K Bose Road, Kolkata-700001

Phone No.(033)2248-8878/5077-5080

FAX No. (033)2248-0991)

E mail ID: [cda-cal@nic.in](mailto:cda-cal@nic.in) Extn-544/552

C I R C U L A R

No.MND/I/258/Circular

Date: 13 /07/2015

To

The General Manager/OIC

Subject:- Submission of RME Claim in respect of GOs/NGOs/NIEs:

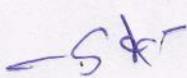
It is observed that large numbers of medical re imbursement claims have been received from all factories and allied establishment without proper scrutiny by the controlling officers. The claims are countersigned by the controlling officers in routine manner without exercising judicious scrutiny as per Rules. Many claims are found in doubtful nature which leads to several correspondences for lack of proper scrutiny at the level of controlling officers.

It is therefore requested to ensure strict compliance of the procedures mentioned below to avoid payment of fraudulent medical bills and returning of RME bills.

1. Bill should be countersigned by the authorized Controlling Officer only of the factories/offices where the claimant is serving and not signed by any other officer calling himself as the Controlling Officer or for the Controlling officer. The specimen signature of the Controlling Officer/H.O.O. may kindly be forwarded immediately to this office for updating records at this end. Without which no claim shall be admitted in audit. Where claim has been countersigned by an officer on behalf of HOD/Controlling Officer a copy of delegation of power should be enclosed.
2. Bills received directly from your organization will not be entertained by this office. All RME claims should be forwarded to this office through your Local Accounts Office duly verifying the advance drawn or nil advances to avoid returning of RME bill. This exercise will save enough time on speedy settlement of the claim.
- 2 (a). Branch AO should clearly mention the Bill No. & date of the Advance amount drawn and not the DV No. & date.
3. TE No. and month of adjustment where any amount of medical advance has been refunded through MRO must be mentioned in the RME bill duly verified by the LAO.

4. In some cases it is seen that permission/sanction has been issued by the HOD/HOO is not in proper format. Permission/ sanction should be issued by the HOD/HOO in their official PAD duly signed and affixing office seal, for undergoing treatment/Laboratory test from any CS(MA)/CGHS/State Govt. recognized hospital as per G.I M H O.M F. No. S-14025/7/2000-MS dated 16/12/2000. Name of the diseases and name of the hospital must be mentioned in permission/sanction letter, legibly. Permission/sanction is valid for 6 months only for any diseases and thereafter for further treatment if any, required for the said diseases, a fresh permission should be obtained. HOD/HOO permission should be submitted in original along with the claim.
5. When the individual has undergone treatment from any private/recognized private hospital in emergency, sanction from the Competent Authority should invariably be enclosed with the claim as well as Emergency Certificate from Hospital. In such cases, please ensure that the case is a real emergency one.
6. In some cases it is also observed that employees are taking treatment from AMAs whose names are not enlisted in the AMA list held in this office. In such case latest approved up to date AMA list may be submitted along with the RME claims duly vetted by Branch A.O. for speedy settlement of the RME Bills.
7. All columns of Med'97 should be filled properly and signed by the individual and countersigned by the controlling authority after exercising judicious scrutiny as per Rules, specially the GRADE PAY and BAND PAY which are found missing on many occasion, resulting in returning of the RME Bills.
8. A Summary of details of medical expenditure along with supporting documents in original should be accompanied with the claim.
9. OPD card should be submitted in original or attested if the OPD treatment is for longer period and be retained by the patient for further management.
10. In many cases it is seen that the Doctor has not mentioned the procedure of operation properly. In such cases the correct procedure of operation carried out is to be mentioned clearly for proper linking of CGHS Code or otherwise.
11. Mentioning the correct Implants used for the patients in r/o IOL/CORONARY STENT/JOINT REPLACEMENT etc. including the pasting of STICKER or attaching the OUTER POUCH in the bill is essential to avoid returning of the bill by this office.
12. Please forward the demand intimation by 1<sup>st</sup> week of every month.
13. Please forward the details of the "Debit Recovery" by the 1<sup>st</sup> week of every month.
14. Please visit P.C. of A.(Fys) website for latest Govt. orders/circulars.
15. Approved list of AMA's from the Central Govt. Employees' Welfare Co-ordination Committee (Local) to be forwarded duly verified by Br. A.Os..

Kindly ensure maximum/wide publicity of the above points within your commands for compliances.  
Please acknowledge receipt.

  
Asstt. Controller of Accounts (Fys)

Copy to:

- 1) The All Accounts Officer, Accounts Office, } He is requested to guide the Factory Management for submitting the RME claims in strict compliance of the procedure mentioned above. Amount of demand/TE No. and month of adjusted MRO may be mentioned clearly under the signature of AO/SAO while verifying demands.

*sd.*  
Asstt. Controller of Accounts (Fys)

- 2) Officer-in-charge }  
EDP Section } with a request to upload the same on  
M.O. Local } official website please.

*sd.*  
Asstt. Controller of Accounts (Fys)

- 3) Officer-in-charge }  
HINDI Cell } For circulation to all factories  
Local M.O. } & Br. A.O.s in Hindi Version.

*sd.*  
Asstt. Controller of Accounts (Fys)