

UTILISATION OF PROVISIONS OF FIN REGS TOWARDS SPEEDY CLEARANCE OF MEDICAL BILLS

1. It has been experienced that there have been inordinate delays in payment of individual / hospital bills at various levels of sanction leading to non-achievement of the stipulated targets and dis-satisfaction amongst empanelled facilities / individuals.
2. **Registration of Claims at Polyclinics.** The Polyclinic is the nodal agency to reconcile the outstanding bills in respect of hospital as each of the hospital bills received at the Polyclinics has to be first registered in a register maintained hospital wise for the purpose. On receipt of copy of the covering letter of payment made by the Cash Assignment Officer, the register is to be updated for payment made and the net outstanding liability towards payment to a hospital needs to be worked out on a monthly basis. This reconciliation will enable the Polyclinic to know the amount outstanding for payment (net liability) to a particular hospital at any given time.
3. **Huge Workload of Sanctioning each Claim by the CFA.** It has been observed that the CFAs (Stn Cdr / Sub Area / Cdr / GOC Area / GOC-in-C) are getting hugely loaded towards signing of each and every bill / claim. The provisions of FR Part-I Rule 65 permit a CFA to authorize a staff Officer to sign communication of sanction and also to countersign on his behalf. The signature of the Officer so authorized by the CFA needs to be communicated to the concerned PCDA / CDA. Thus, it would be desirable that an Officer may be designated by the CFA, preferably the OIC ECHS, to convey his sanction and to countersign claims / bills on his behalf. A specimen of letter of authority is placed as Appendix A.
4. **Procedure for Sanction.** A note on file is required to be raised by the OIC ECHS in the specimen format placed as Appendix B. On approval by the CFA, the Officer designated to sign communication on behalf of the CFA can issue sanction as per specimen format placed at Appendix C. An ink signed copy of the sanction by the designated Officer should be forwarded under a covering letter along with the vouchers / accounting documents to the PCDA / CDA at close of the month and photocopy of the sanction should be enclosed with each bill / claim.

5. At the appropriate place on the covering Note of the bill / claim, the designated Officer should countersign on behalf of CFA. Thus, the CFAs are required to approve the payment on the file only and the designated Officers are required to issue sanction and countersign claim on the CFA's behalf.

6. **Forwarding of Bills / Claims to Higher CFAs /Formations.** After a bill has been scrutinized by the Polyclinic and the SEMO and is established that it would require sanction of the higher CFA / formation, the claim can be recommended for approval by the OIC ECHS on behalf of the lower CFA (Stn Cdr). It may not be essential that the Stn Cdr himself recommends approval of the claim / bill by the higher CFA / formation.

7. The above procedure will enable speedy processing of the medical bills / claims and will not overburden the CFAs towards signing routine communications. Considering the requirement of reducing the load and unnecessary repetitive work by the CFAs who have a larger role to play, provisions have been made in Rule 65, FR Part-I which needs to be extensively utilized. Part-I, Para 17 of the ECHS policy letter issued vide GOI MoD letter No. 24(3)/03/US(WE)/D(Res) (ii) dated 09 Sep 03 is also referred in this regard.

8. This may be circulated to all concerned under your AOR for immediate implementation.

Sd/---

Dy MD
For MD ECHS

Authority : B/49779/AG/ECHS 09 Sep 2009

SPECIMEN COPY

Tele :

Station HQ
Delhi Area
New Delhi- 10

File Reference

Date

PCDA (WC)
Chandigarh

**AUTHORISATION TO COUNTERSIGN CLAIMS AND SIGN COMMUNICATION
AND DOCUMENTS OF A FINANCIAL CHARACTER**

1. Under the provisions of Rule 65, Financial Regulations Part-I, Vol-I and financial powers delegated vide GOI MoD letter No. 24(3)/03 /US(WE)/D(Res) (i) dated 08 Sep 2003, I hereby authorize (Name & Appointment) with effect from..... (date) to countersign claims and sign communications and documents of a financial character on my behalf after financial sanction has been accorded by me.

2. The specimen signatures of the Officer are appended below:-

(ABC)
Brig
Stn Cdr

SPECIMEN COPY
(Note to CFA)

File Reference.....

Sheet No.....

SANCTION OF THE COMPETENT FINANCIAL AUTHORITY
FOR INDIVIDUAL / HOSPITAL CLAIM DEBITABLE TO
MAJOR HEAD 2076 MINOR HEAD 107 SUB HEAD E, CODE HEAD 365/00

1

1. Enclosed with this file, please find the following individual / hospital claims as per the details given below for your sanction under the powers vested vide GOI MoD letter No. 24(3)/03/US(WE)/D(Res) (i) dated 08 Sep 2003.

Sl No.	ECHS Card No.	Name of the ESM / Member	Name of Patient with Relation	Name & Place of the Hospital	Period of Hospitalisation		Diagnosis	Amount Recommended (In Rs)
					From	To		
1.	KC00057	Sub K Singh	Mamta Devi (Mother)	Appollo Hospital, Delhi	01/01/ 09	15/01 /09	liver disease	9,514/-
2.	KC01152	Nk D Kumar	Self	Fortis Hospital, Mohalli	15/06/ 09	21/06 /09	RTA injury	10,154/-
3.								
4.								
40.								

2. The claim has been vetted by the concerned authorities as per the procedure stipulated vide GOI MoD letter No. 24(8)/03/US(WE)/D(Res) dated 19 Dec 2003 and found to be in order.

3. Put up for your approval please.

(A Srivastava)
Maj Gen
MD ECHS

Nov 2009

VCOAS

Appendix C
(Refer Para 4 of
B/49779/AG/ECHS
dated 09 Sep 2009]

SPECIMEN COPY

SANCTION OF THE COMPETENT FINANCIAL AUTHORITY
FOR INDIVIDUAL / HOSPITAL CLAIM DEBITABLE TO
MAJOR HEAD 2076 MINOR HEAD 107 SUB HEAD E, CODE HEAD 365/00

Under the provisions of Rule 65, FR Part-I, the undersigned has been directed to convey the sanction accorded by (CFA) vide File Reference dated....., in exercise of powers delegated vide GOI MoD letter No. 24(3)/03/US(WE)/D(Res) (i) dated 08 Sep 2003 in respect of the following claims:-

Sl No.	ECHS Card No.	Name of the ESM / Member	Name of Patient with Relation	Name & Place of the Hospital	Period of Hospitalization		Diagnosis	Amount Sanctioned (In Rs)
					From	To		
1.	KC00057	Sub K Singh	Mamta Devi (Mother)	Apollo Hospital, Delhi	01/01/09	15/01/09	Decompensate liver disease with complication	9,514/-
2.	KC01152	Nk D Kumar	Self	Fortis Hospital, Mohalli	15/06/09	21/06/09	RTA Chest injury	10,154/-
40.								

File Reference:

Station / Sub Area / Area/ Command

Date:

(XYZ)
Rank
Appointment of Officer Designated