

Tele: 28636831  
ASCON: 36831

Central Organisation ECHS  
Adjutant General's Branch  
Army Headquarters  
Maude Lines  
Delhi Cantt- 110 010

B/49779/AG/ECHS

09 Sep 2009

IHQ MoD (Navy) {SO, ECHS}  
Air Headquarters (VB) {D Fin P}  
HQ Southern Command (A)  
HQ Eastern Command (A)  
HQ Western Command (A)  
HQ Central Command (A)  
HQ Northern Command (A)  
HQ South Western Command (A)

### **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 have 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 authorise a staff Officer to sign communication of sanction and also to countersign on his behalf. The signature of the Officer so authorised 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 alongwith 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 utilised. 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/---  
(SP Patil)  
Brig  
Dy MD  
For MD ECHS

Copy to:-

CGDA

Dy CDA (WC)

-This refers discussion at HQ Western Command on the subject on 08 Sep 2009.

Air HQ (VB) {DPS}

Air HQ (RKP) {Dte of MS (Air)}

All Regional Centres

..... (All PCsDA / CsDA)

**Appendix A**  
(Refer Para 3 of  
B/49779/AG/ECHS  
dated 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 authorise ..... (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

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

**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.

SI 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:-

SI No.	ECHS Card No.	Name of the ESM / Member	Name of Patient with Relation	Name & Place of the Hospital	Period of Hospitalisation		Diagnosis	Amount Sanctioned (In Rs)
					From	To		
1.	KC00057	Sub K Singh	Mamta Devi (Mother)	Appollo Hospital, Delhi	01/01/09	15/01/09	Decompensated 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