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Central Organisation ECHS
Adjutant General's Branch
Integrated HQ of MoD (Army)
Maude Lines
New Delhi- 100 010

B/49779/AG/ECHS/

02 Feb 10

Regional Centre ECHS

OBSERVATION AND GUIDELINES : RECONCILIATION
OF HOSPITAL BILLS, CODE HEAD : 365/00

1. Further to this Org letter No. B/49779/AG/ECHS dated 06 Mar 09, 06 Nov 09 and 14 Jan 10.
2. Annexed herewith is the list of common errors observed while scrutinising the Reconciliation data. The guidelines to prepare the same in the correct manner are mentioned against each observation.
3. All Regional Centres are to submit the reconciliation of hospital bills strictly as per guide lines issued by this Organisation. **Allotment of fund is directly related to receipt of reconciliation data in time**, as it effects budgetary projections and allotment of fund by MoD.

Sd/--
(KK Krishnia)
Gp Capt
Dir (P&FC)
For MD ECHS

Copy to :

IHQ of MoD (Navy)/Dir ECHS(N)
Air HQ (VB) /DPS
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)
HQ Andaman & Nicobar Command (A)

} Request issue suitable instructions

COMMON ERRORS AND GUIDELINES : RECONCILIATION RETURN

SI No	ERRORS	GUIDELINES
01	The sequence of listed hospitals is different in each month	The same sequence of hospitals is to be maintained for each month and also carried forward to next month /quarter. The name of the hospital should not be deleted from the return even if the amount is 'nil' for any hospital or the hospital has been de-empanelled in any month. The remark "de-empanelled"/etc be mentioned.
02	Balance of Bills/Amount is not carried forward correctly in the next month/Quarter	Balance of Bills/Amount reflected in the last two columns of each month (10 & 11, 21 & 22 and 32 & 33) is to be brought forwarded correctly to the first two columns of next month(12 &13, 23 & 24 and 01 &02 of next quarter).
03	The data forwarded by some Regional Centres are not complete	The data in r/o each Stn HQ is to be collected and compiled by the Regional Centre well in advance. The same has to be forwarded to this Organisation well in time for onward submission to MoD by due date. Name of the Stn HQ, from where data has not been received, and the detailed reason for delay in submission is to be mentioned in covering letter for perusal of Managing Director.
04	Stn HQ is directly forwarding data to this Organisation including soft copy	Stn HQ is to be instructed not to send any data directly to this Organisation and all correspondence to this Organisation, including soft copy, should be through Regional Centre only
05	Arithmetical errors are reflected in the subject return	Arithmetical correctness should be confirmed while totaling vertically and horizontally
06	Hard copy of Appx 'A' is forwarded to this Organisation by some Regional Centres	Soft copy of Appx 'A' & 'B', in a single CD , is to be forwarded to this Org along with hard copy of Appx 'B', by Regional Centre only. Appx 'A' should not be forwarded to this organisation directly by Stn HQ.
07	Font size used for the subject return is too small	The font size must be twelve
08	Return forwarded is in " Ms Word " in soft copy	The return is to be made in ' MS Excel ' only in soft copy
09	Each column is not totaled at the bottom of each page	Each Column of each page is to be totaled at the bottom of the page
10	Separate summary for totaling of each page of each month is not attached	Separate Month wise summary table sheet should be made in the last page of the month. (Sample for the same is shown in the last page).
11	Some Regional Centres are not including data pertaining to all polyclinics under their AOR	Regional Centres are to mandatorily include the data pertaining to all polyclinics under their AOR, irrespective of funds being allotted by Army, Navy or Air Force.

SI No	ERRORS	GUIDELINES
12	Some polyclinics are not including all the bills received by them	It is mandatory that all bills received at polyclinics are to be accounted for, in column No. 03 & 04 every month. A Certificate should be rendered on the last page of the quarterly return, that all bills have been accounted for, and is to be signed by Director Regional Centre.

FOR DIRECTOR REGIONAL CENTRE ONLY	
(a)	Certificate required from Regional Centre that all bills have been paid up to previous Quarter (i.e. 31 March, 31 Jun, 31 Oct & 31 Dec) as applicable.
(b)	Certified that reconciliation has been carried out at the end of the month and that polyclinics and empanelled hospitals are in agreement (Month wise certificate may be obtained every month from OIC Polyclinic/Stn HQ) on the reconciliation.
Signature by RC	

SAMPLE

TABLE FOR MAKING MONTH WISE SUMMARY

SUMMARY FOR THE MONTH OF OCT 09											
Page No	C/F From previous Month		Received during the month		Total		Amount Disallowed	Bills Paid during the month		Balance	
	Bills	Amt	Bills	Amt	Bills	Amt		Bills	Amt	Bills	Amt
	1	2	3	4	5	6		7	8	9	10
01											
02											
03											
04											
05											
Grand Total OCT 09											

Signature by RC

Similiarly for Nov 09

Signature by RC

Similiarly for Dec 09

Signature by RC