

:: TAMIL NADU ELECTRICITY BOARD ::

(SECRETARIAT BRANCH)

MEMO. (Per.) No. 66262/M/97-1, Dated: 18-9-1997.

SUB: HEALTH FUND SCHEME - Grant of financial assistance under Tamil Nadu Electricity Board Employees' Health Fund Scheme - Committee constituted by the Board - Expeditious settlement - Instructions - Issued.

REF: 1. Board's Memo. (P) No. 084147/N2/94-1, dated 6.12.94.  
2. Board's Memo. (Per.) No. 22921/N2/95-1, dated 6.4.95.  
3. (Per.) B.P. (FB) No. 41 (SB) dt. 29.5.97.

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In the Board's memo, first cited, certain instructions had been issued regarding the procedures to be followed in respect of the claims made under Tamil Nadu Electricity Board Employees' Health Fund Scheme.

2. In the Board's memo, second cited, checklist was introduced to obviate the difficulties in processing the claims of the Board employees under Health Fund Scheme.

3. In the Board Proceedings third cited, orders have been issued, among certain other things, constituting committees for recommending the claims of the employees to the Chairman for approval so as to avoid delays in granting the financial assistance to the employees. It has also been ordered in the above B.P. that all the claims made under Health Fund Scheme should be processed and scrutinised, placed before the committees constituted by the Board and orders of the Chairman obtained in the Secretariat Branch in respect of all the employees of the Board. Hence, the powers delegated to the Secretary and Chief Engineer/Personnel in (Per.) B.P. (CH) No. 231 (SB) dt. 16.8.96 have been withdrawn and vested with the Chairman again.

4. Taking into account the recommendations of the Health Fund Committee II and in order to expedite the claims made by the Board employees under Health Fund Scheme and also to obviate the delay in processing the claims, the following further instructions are issued:-

- i) All the claims made by the Board employees seeking advancement payment/financial assistance under Health Fund Scheme should be sent hereafter directly to the Secretary/Tamil Nadu Electricity Board.
- ii) For getting advance payment in respect of open-heart surgery, the application should be sent along with the report of Angiogram and tentative cost furnished by the accredited Institutions in original. For all other diseases mentioned in (Per.) B.P. (FB) No. 41 (SB) dated 29.5.97, tentative cost should be obtained from



the accredited Institutions mentioned in the above said B.P. for granting advance payment. The original bills and discharge summary should be sent to the Board Office Secretariat Branch within one month from the date of discharge of the patient from the hospital.

- iii) For getting financial assistance after the treatment/surgery is over, the bills and vouchers in original, along with a clear statement of bills should be forwarded to the Secretary/Tamil Nadu Electricity Board.
- iv) With a view to help the claimants to get the assistance quickly, it has been decided that for cases arising out of Health Fund Scheme, the emergency certificate, essentiality certificate and counter signature of the Authorised Medical Attendant in the bills and in the essentiality certificate need not be insisted. The claim of the Board employees will be admitted upto a maximum extent of Rs.1 lakh or 75% of the total claim whichever is less based on the original bills and vouchers produced by the employees, after placing the matter before the committees constituted by the Board in the reference 3rd cited.
- v) To scrutinise the nature of the case and nature of the surgery/treatment performed, etc, discharge summary given by the Hospital should be produced in original along with the application seeking financial assistance.
- vi) It has also been decided that a checklist should be introduced so as to avoid in granting double claims for one and the same surgery/treatment, one by the Board and the other by the Chief Minister's/Prime Minister's relief fund or compensation claim or Insurance claim or Medi-claim or Medi-care claim. If the claimant received any amount from the above scheme, the proportionate amount will be disallowed from the financial assistance to be granted to the Board employee. All the Chief Engineers/Superintending Engineers are requested that while forwarding the applications for the grant of financial assistance to the employees of the Board, the checklist annexed to this order should be sent duly filled in, along with the applications. The checklist should be authenticated by the Chief Engineer/Superintending Engineer concerned.
- vii) All the Chief Engineers/Superintending Engineers are requested to adhere to the guidelines and instructions of the Board scrupulously and forward the medical claims of the employees in complete shape to the Secretary/Tamil Nadu Electricity Board with specific recommendation and with a certificate to the effect that the application has been scrutinised strictly in accordance with the rules, guidelines and procedures prescribed and that all the relevant bills, vouchers, certificates etc. required are enclosed in original.

5. If the applications seeking financial assistance under Health Fund Scheme are received in complete shape in the Board Secretariat, they will be scrutinised and submitted to the Chief Medical Officer/Tamil Nadu Electricity Board Head Quarters Dispensary for his remarks. The date on which the Chief Medical Officer has recommended the case for consideration under Health Fund Scheme will be entered in the Seniority Register maintained in 'N' section, Board Office Secretariat Branch. Based on the seniority, the file will be processed and submitted to the Health Fund Committees constituted by the Board. Taking into account the recommendations of the committees, the Board Office Secretariat Branch will prepare the sanction order and put it up to the Chairman for orders and the orders will be issued after his approval.

6. On receipt of the sanction orders, the concerned Chief Engineer/Superintending Engineer will watch the allotment of fund from the Chief Financial Controller who is operating the personal deposit account for this fund and disburse it to the claimant. The Chief Financial Controller will, on receipt of the copy of the allotment order, release the fund to the concerned Chief Engineer/Superintending Engineer under intimation to the Board Office Secretariat Branch.

P.A. KHAJA KALEEL RAHMAN,  
SECRETARY.

TO:

All Chief Engineers.  
All Superintending Engineers.  
All Branches.  
The Chief Financial Controller.  
The Chief Internal Audit Officer.  
The Residential Audit Officer.  
The Chief Medical Officer.

COPY TO:-

The Chief Engineer/Chairman's Office.  
The Executive Assistant to Member (Generation).  
The Executive Assistant to Member (Distribution).  
The Private Secretary to Chairman.  
The Private Secretary to Accounts Member.  
The Private Secretary to Secretary.  
'H' and 'G&M Cell'/Board Office Secretariat Branch.  
The Personal Assistant/Tamil Development, for publication in Tamil Nadu Electricity Board Bulletin.  
Member of the Apex Level Joint Committee.  
Stock File.

:: FORWARDED :: BY ORDER ::

  
SECTION OFFICER.



4.

A N N E X U R E

1. Name of the Employee :
2. Designation :
3. Office/Circle :
4. Treatment for self/family dependant.  
Marital status of the employee: with details of members of family.
5. Nature of Treatment/Surgery :  
and period of hospitalisation/ treatment.
6. Name of the hospital where the treatment/surgery has been undergone. :
7. Whether the Hospital where the treatment/surgery undergone is an accredited institution. :
8. Whether the claim is made after the treatment/surgery was over or for advance payment. :
9. Whether the prescriptions of the Doctor of the accredited institution, whom the patient has consulted along with the tentative cost of the treatment/surgery are furnished. :
10. Whether the employee has furnished the discharge summary report, bills and vouchers in original obtained from the hospital, along with his application. :
11. Whether the authority forwarding the application has given certificate to the effect that he has verified and scrutinised bills and discharge summary report and found them to be correct. :
12. Whether the officer under whom the applicant is working has recommended the case. :

13. Whether the claim is made only for the period of treatment/surgery undergone in the accredited institution.
14.
  - (a) Whether the applicant is covered under Medical reimbursement claims.
  - (b) Whether he/she has subscribed for the Health Fund Scheme since 1993.
15. Whether the spouse of the applicant is working either in Central/State Government or T.N.E.O. or Public Sector undertaking or in private company. If so, whether joint declaration has been received and pasted in the service book of the applicant.
16. Whether similar facility is available in case the spouse of the Board employee is employed other than in the T.N.E.O. If so why the claim has been made from the T.N.E.O.
17. Whether the applicant has given certificate to the effect that his/her spouse has not claimed for the same treatment/surgery in his/her department in case similar facility is available.
18. Whether the applicant has applied/received any amount either from the Prime Minister's Relief Fund or Chief Minister's Relief Fund or from any other charitable institutions.
19. Whether the applicant has availed any benefit previously under the Health Fund Scheme either to his/her Family/Dependant. If so, furnish the Details.



20. Whether the applicant has applied for the grant of financial assistance or loan : under the Health Fund Scheme or both, if the treatment/ surgery is taken outside India.
21. Whether the spouse or the family or dependent for whom the claim is made, is getting : any family pension or defence pension. If so, the details may be furnished.
22. Whether a statement of the bills and vouchers has : been enclosed.
23. Whether the applicant is covered under either : Medi-claim or Insurance or Medi-care where Income Tax rebate has been allowed.
24. Total amount claimed by the applicant. :
25. Specific recommendation of the authority forwarding the : application.

SIGNATURE OF THE AUTHORITY  
FORWARDING THE APPLICATION  
WITH DESIGNATION AND DATE.

:: TRUE COPY ::

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(Signature)  
SECTION OFFICER.