

TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LIMITED

SECRETARIAT BRANCH,
144, ANNA SALAI,
CHENNAI-2.

Circular Memo. No. 32246 / A17 / A172 / 14 - 1 , dt: 07 .05.2014

Sub : TANGEDCO / SECRETARIAT BRANCH – Medical Attendance Rules - Reimbursement claims – Expeditious Settlement – Further Instructions – Issued.

Ref : 1. SB/TANGEDCO Memo.(Per.) No.084147/N2/ 94-1, dt.06.12.1994.
2. (Per.) (FB) Proceedings No.22 (SB),dt.06.05.13.
3. (Per.) CMD/TANGEDCO Proceedings No.194(SB), dt.01.08.2012.

In continuation of the reference first cited, further guidelines & instructions for scrutinizing the medical claims of the employees are furnished as follows:-

- i. Emergency certificate issued by Government Authorised Medical Attendant indicating the condition of emergency and need for resorting to treatment in private hospital.
- ii. Date of first submission of application form of the claim, should be submitted through the Officer viz. concerned Superintending Engineer.
- iii. Revenue stamps have to be affixed in the medicine bills which are exceeded Rs.5000/- in value.
- iv. Government Authorised Medical Attendant should countersign with seal in the bills and vouchers.
- v. Endorsement to the effect that payment of the bills were made by the individual on the reverse side of the bills ("Amount paid by me ") to be written and should be signed by the employee.
- vi. The status of his wife as to whether working in Government etc., has to be furnished. If so joint declaration certificate has to be furnished, Vice versa.

- vii. Essentiality certificate issued by the AMA/MO, who are attending on the patient (or) Government Authorized Medical Attendant for each and every period separately.
- viii. Position of parents , as to whether dependent or pensioners , if claimed.
- ix. Application form in the presented format for each and every period separately along with actual date of first submission, through the concerned Superintending Engineer.
- x. Discharge summary in original along with the Signature and Seal of the Hospital Doctor for the inpatient period.
- xi. Death Certificate and Legal Heir Certificate where-ever necessary.
- xii. The reason for taking treatment outside the state when required.
- xiii. Clear statement of bills with Name and Medicine and Cost of Medicine.
- xiv. Scan report to be furnished and Scan film of the individual to be kept under the custody of the concerned Superintending Engineers and send a certificate to this effect.
- xv. It should be intimated that whether the Medical treatment covers under NHIS ' 2012 by using original or by using temporary ID Form VII of Board's Proceedings third cited.

2. In continuation of the reference second cited, for the medical claims of the employees towards accident case, detailed accident report in original along with the authentication of the officer concern in the claim with original bills and prescription stating the reason for not taking treatment under New Health Insurance Scheme ' 2012 of the individual.

3. Hence , all the Chief Engineers, Superintending Engineers are requested to adhere to the above guidelines and instructions of the TANGEDCO scrupulously and forward the medical claims of the employees in complete shape to the authority concerned with specific recommendation and procedures prescribed and that all the relevant bills , vouchers , certificates required are enclosed in original.

4. The receipt of the memorandum should be acknowledged.

S.CHINNARAJALU,
SECRETARY.

TO:

All Chief Engineers.
All Superintending Engineers.

COPY TO:-

The Superintending Engineer/ Chairman cum Managing Director's Office.
All Directors/TANGEDCO and TANTRANSCO.
The Secretary/TANGEDCO /Chennai-2.
The Chief Financial Controller /General and Revenue.
The Legal Adviser.
The Chief Engineer/Personnel /Adm. Branch/Chennai -2.
The Residential Audit Officer/TANGEDCO.
The Industrial Relations Adviser/TANGEDCO.
All Deputy Secretaries/Secretariat Branch.
The Deputy Chief Engineer/Administrative Branch.
All Senior Personnel Officers/Administrative Branch.
The Industrial Relations Officer/TANGEDCO
The Medical Officer/Head Quarters Dispensary/Chennai-2.
The Director, Computer Centre.
The Assistant Personnel Officer/Tamil Development – for Publication in the TNEB Bulletin (2 Copies)
The Director/ Tamil Nadu Electricity Board Printing Press.
All Branches.
All Officers/Sections/Cells in the Secretariat Branch.

: : TRUE COPY : FORWARDED : BY ORDER : :

V. Nimala
16.5.14
Assistant Board Secretariat Officer.

H. J.
15/5/14