



**Indian Council of Forestry Research & Education**  
(An autonomous body under Ministry of Environment and Forests, Govt. of India)  
P.O. New Forest, Dehra Dun.

No-11-5/PHS/2015-ICFRE

Dated: 26.02 January, 2016

To,

The Directors,  
Forest Research Institute

**Subject:-** ICFRE 'HS-2012 for extending medical facilities to pensioners of the ICFRE Society and their dependent family members- submission of six month report -regarding.


Sir,

I am directed to state that the Board of Governors of the ICFRE has opined that the settlement of medical claims of ICFRE Pensioners should be done as per extant rules of ICFREPHS in force. The rules of ICFREPHS has been notified vide Notification No. 57-20/2012-ICFRE dated 17.12.2012. Keeping in view the provisions of rules of ICFREPHS, the procedure for settlement of Pensioner beneficiaries has also been circulated vide letter No.11-5/PHS/2013-ICFRE, dated 28.11.2014. However, it has been noticed that rules of ICFREPHS as well as guidelines/instructions etc. issued for settlement of medical claims are not being followed by the Institutes.

2. Therefore, it is requested that necessary instructions may please be issued to the officer/officials dealing with the medical claim bills of Pensioners to follow the rules of ICFREPHS and guidelines/instructions issued from time to time in the matter. Besides the officer/official concerned should also follow the following procedures while scrutinizing the medical claims to prevent abuse of the medical reimbursement facilities granted under ICFREPHS:-


- (i) Ensure that every medical claim is supported by the original prescription slips, cash memos, diagnostic reports (if any), etc. The medical claim submitted with photocopies/duplicate copy of documents should not be considered for reimbursement. In case of doubt verification may be done from the Hospital / treating Doctor concerned. Medical Claim supported by duplicate / photocopies of prescription slips, cash memo and diagnostic reports etc. may be considered on submission of an affidavit by the Pensioner duly verified by the notary as per Annexure-V of this office letter No.11-5/PHS/2013-ICFRE dated 28.11.2014. The claim supported by cash memo with back dates should not be approved.
- (ii) Inadmissible medicines / items listed in the CGH Scheme should not be reimbursed to the pensioners.
- (iii) Provision regarding restriction on reimbursement of cost of medicines i.e. 4 days in the case of OPD treatment and 7 days in the case of indoor treatment in referral cases as contained in clause A(VIII) (i), (ii) and (iii) of this office letter No.11-5/PHS/2013-ICFRE, dated 28.11.2014 may be adhered strictly.
- (iv) In referral cases ensure checking of the medicines claims in the bill with reference to the medicines, if any, supplied by the New Forest Hospital during the relevant period of OPD/Indoor treatment to Pensioner concerned.
- (v) "Govt. supply not for sale" may be stamped on strips, bottles etc. before supply to the pensioners concerned.
- (vi) The beneficiary may be asked to submit empty wrappers etc. from the Pensioners concerned along with medical claim bill involving claim for reimbursement of cost of medicines for verification of bills as per provision in clause 2(c) of chapter III of rules of the ICFREPHS.

Head, IT Div

  
29-2-16

(vii) The claim should be settled strictly in accordance with the approved rates prescribed in the CGHS or actual cost, whichever is less.

Yours faithfully

  
(Prem Lal)  
Under Secretary,  
Pension Cell,

Indian Council of Forestry Research & Education

Copy to :-

- 1) The DDG (Admin.), ICFRE
- 2) The ADG (IT & FS), ICFRE. Please arrange to upload the letter on ICFRE website.