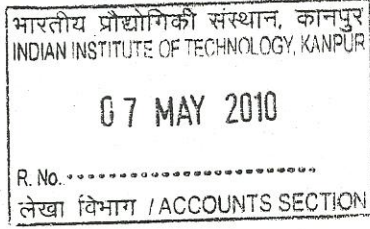




भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
प्रशासन विभाग
ADMINISTRATION SECTION



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Room No. 211 (Faculty Building)
PO. IIT KANPUR-208016 (UP), INDIA

No. Estt./OO/2010/IITK/ 1786
Date : May 07, 2010

OFFICE ORDER

Subject: Time limit for submitting medical claims : Strict adherence to rules.

It has been noticed that quite a number of employees of the Institute do not submit their medical claims for reimbursement within the prescribed period of three months and often make request for condonation of delay with or without specific reasons. In this connection, the **Central Service (Medical Attendance) Rules** on the subject are brought to the notice of all the employees:

"Final claims for reimbursement of medical expenses of the employees in respect of a particular spell of illness should ordinarily be preferred within three months from the date of completion of treatment as shown in the last essentiality certificate issued by the Authorised Medical Attendant/ Medical Officer concerned".

The above time limit of **three months** for presentation of medical claims is to be strictly complied with as per above rule. However, 30 days time is to be provided for filing any request for condonation of delay before the instructions now issued come into total effect.

It is further observed that such requests for condonation are on the increase and requests are often submitted without any valid reasons. However, if there are extra ordinary valid reasons for consideration of condonation, the same may be considered by the Director/ Deputy Director and these instructions shall be strictly complied with by all concerned.

Further to above, the following are also to be noted and shall be strictly complied with by all concerned:

- (i) It should be noted that in future, time barred cases shall not be considered for reimbursement, unless there is explicit and serious justification of delay in each case.
- (ii) For the present, those who have requested for condonation of delay and also all similar cases in future, be served the following letter by Administration Section while approving their request:-
 - (a) The request for condonation of delay in submission of Medical reimbursement bills has been accepted as a one time special case subject to approval of Deputy Director/ Director.
 - (b) The delay on his/her part with the reason given has been placed on record.
 - (c) All are advised to avoid such delay in future, otherwise the claim for reimbursement shall not be entertained by the Institute.

(Arvind Kumar Dave)
Administrative Officer (Admin.)

Copy to:

1. Director
2. Deputy Director
3. Registrar
4. Deputy Registrar (F & A)
5. In-charge, Health Centre,
6. All Departments/Sections/Units
7. All Notice Boards
8. Web Site – Administration
9. Office Order File