भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
(सड़क परिवहन और राजमार्ग मंत्रालय)
National Highways Authority of India
(Ministry of Road Transport & Highways)
G-5 & 6, Sector-10, Dwarka, New Delhi-110075
Phone : 91-11-25074100/257420
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Extn. : 2223/2318/2468/255

No. 11041/21/2002-Admn.

April 23, 2004

POLICY MATTER – ADMINISTRATION / FINANCE (82/2004)
(Decision taken on Admn. Division File No. NHAR-12011/11/95 – Admn.)

Sub : Simplification of procedures for settling claims of reimbursement of expenditure incurred on medical grounds.

In accordance with the provisions contained in National Highways Authority of India (Medical Attendance and Treatment) Amendment Regulations 2004, reimbursement of medical expenditure within the ceiling limit of one month's basic pay would be admitted on the basis of self-certificate given by the employee to the effect that the expenditure has actually been incurred towards the treatment of self or any member of his/her family. The format of the certificate for claiming the reimbursement is enclosed. This would be effective from the quarter beginning 1st April 2004.

2. The claim may be raised at the end of each quarter to the extent of one fourth of the basic pay, for each quarter. In case an employee incurs expenditure more than 25% of his entitlement in a quarter he/she shall be required to submit the bills/cash memos for the entire amount. Such excess shall be adjusted in the subsequent quarter and the reimbursement shall not exceed one month's pay per annum in the normal course.

3. The employees may prefer their claims in the prescribed form directly to the Finance Division.

4. In extreme cases where an employee is constrained to spend in excess of the ceiling of one month's pay in a year, he/she shall be required to produce the bills/cash memos for the entire claim to the Admn. Division to process his/her claim for relaxation on a case to case basis.

5. It is clarified that for reimbursement of medical expenditure upto the quarter ending March 2004, the actual bills/cash memos would be required as per the orders issued vide Policy Matter of even number dated September 19, 2003.

23/04

(V.K. Sharma)
General Manager (Admn.)

To

All Officers/Staff in the HQs.

All PIUs/CMUs – They may also follow the same procedure, in respect of the employees in their respective units.

BANK NAME: _____

ACCOUNT NO: _____

NATIONAL HIGHWAYS AUTHORITY OF INDIA

APPLICATION FOR REIMBURSEMENT OF ACTUAL MEDICAL EXPENSES

(NHAI (Medical Attendance & Treatment) Regulation, 1997 as amended)

1. Name & Designation of the Employee _____

2. Present Pay Rs._____(since)_____

3. Name of the Patient and relationship with the Employee _____

4. Quarter ending-March/June/Sep/Dec

5. Amount claimed Rs._____

6. Amount reimbursed during the year_____ so far. Rs._____

7(a). I certify that the statements in this application are true to the best of my knowledge and belief and that the persons for whom medical expenses have been incurred are wholly dependent on me.

7(b) I certify that (i) I am not a CGHS beneficiary, (ii) my husband/wife is not availing CGHS benefit for himself/herself or for any dependent member of the family, (iii) my husband/wife is/is not an employee of the Central Govt./State Govt./Public Sector Undertaking/Autonomous Body/Institution etc., which are wholly/partly owned/controlled/funded by Central/State Governments and is/is not claiming any medical benefits under the relevant rules applicable to them for himself/herself or any dependent member of the family.

7(c) I also certify that the claim does not include expenditure towards vitamins (unless certified as essential by a registered medical practitioner), tonics, baby food, milk food, beverages, spectacles, dentures, crown work, bridge work, orthodontic work and other special dental work.

(Signature of the Employee)

Date: _____

IndiaCode

THE NATIONAL HIGHWAYS AUTHORITY OF INDIA

NOTIFICATION

New Delhi, the 19th March, 2004

The National Highways Authority of India (Medical Attendance and Treatment) Amendment Regulation, 2004

NHAR-12011/11/95-Admn.—In exercise of the powers conferred by Section 35, read with sub-section (1) of Section 9 of the National Highways Authority of India Act, 1988 (68 of 1988), the National Highways Authority of India makes the following Regulations to amend the National Highways Authority of India (Medical Attendance and Treatment) Regulations, 1997, namely :—

1. This Regulation may be called the National Highways Authority of India (Medical Attendance and Treatment) Amendment Regulation, 2004.

2. In the National Highways Authority of India (Medical Attendance and Treatment) Regulations, 1997, in Regulation 3, to Sub-regulation 1, the following provisos shall be added namely :—

"Provided that the officer or employee gives a self-certificate to the effect that he had actually incurred the expenditure on medical treatment of himself and/or any member of his family :

Provided further that the reimbursement may be claimed, where such expenditure has been so incurred, quarterly and that the total amount of reimbursement for the whole year does not exceed one month's pay of such officer or employee :

Provided also that where the officer or employee has incurred expenditure on medical treatment in excess of one month's pay, such officer or employee shall produce bills and cash memos for the entire amount of reimbursement of the whole year and the Chairman may in special circumstances of the case relax the provision of reimbursement of one month's pay".

L. K. JOSHI, Member (Admn.)

[Advt III/IV/122/2003/Exty.]

Note :— Principal Notification was published *vide* Gazette of India, Extraordinary Part III-Section 4, No. 49, dated 15th September, 1997.