WEST BENGAL POLICE DIRECTORATE BHABANI BHAWAN, ALIPORE, KOLKATA-27

Date: 01.05.2014

	Wel/	Medl-670/2014
To Shri		
	Sub:	Instructions for processing of claims of WBHS-08.
	Ref:	This office Org. No. 302(100)/Wel/Medl/ 20/2014 dt. 17/02/2014 and office Order No. 508(93)-Wel/Medl/113/2014 dt. 27/03/2014.

Namaskar,

Sir,

Memo No. 1915(54) / Wel/Medl

• Your personal attention is invited to some issues related to claims under West Bengal Health Scheme. I hope you would be kind enough to spare sometime of your busy schedule and give due importance to this important issue from the point of view of the Police Personnel.

General instructions for reimbursement of claim under WBHS-08, were issued vide this office org. no and subsequent memo no. mentioned above but unfortunately it is seen that the instructions communicated are not being followed properly due to which payment of claims is getting delayed and claimants are suffering. However the same are furnished below once again for smooth and swift processing of the claims from this end:

- [1] All the paper, bills vouchers are to be thoroughly checked by the Dist. / Unit (.) The claimant has to sign all the bills, vouchers etc on every page (.) Before forwarding the claim, head of Dist. / Unit /DDO should issue a certificate in the following format:
- [2] All the documents, vouchers, prescriptions etc. enclosed with the claim form should be signed by the claimant. It should be ensured that relevant forms are signed by the treating medical officer as well as concerned hospital authority.
- [3] There should be no overwriting, use of whitener in the claim amount / claim form, bills and vouchers.
- [4] Admissibility of claim for reimbursement of medical expenses is to be judged properly in the light of cl. 13 under Notification No. 7287-F Dt. 19/09/2008 [P-11 of WBHS-08 Book]. and other rules applicable.

- [5] If amount claimed is more than 30,000/- for indoor treatment or 5,000/- for OPD treatment but admissible amount falls below the aforesaid limit after proper scrutiny this may be reimbursed from the concerned Dist./Unit.
- [6] In case of treatment in a hospital or institution outside the state, proposal for prior approval should be submitted following instructions as laid down vide Cl. 14 (Govt. Decision) under Notification No. 7287-F Dt. 19/09/2008 [P-12 of WBHS-08 Book].
- [7] Proposal of treatment in a hospital or institution outside the state should be submitted well in advance.
- [8] Claims of treatment at two or more hospitals should not be clubbed together.
- [9] In case of sanction of medical advance rules at cl. 15 under Notification No. 7287-F dt. 19/09/2008 should be followed strictly.
- [10] Proposal for medical advance should be submitted well in advance.

 Reimbursement claims without compliance of above instructions will be returned without further processing.

It is also requested that maximum attempts should be made to get the maximum claims settled at the unit level.

(M.S. Poonia) Spl. Inspr. Genl. & Dy. Inspr. Genl. of Police Planning & Welfare, West Bengal