



**Guru Gobind Singh Indraprastha University**  
**Sector-16C, Dwarka, New Delhi-110078**

File No.: GGSIPU/COF/2013 686

Dated: 17<sup>th</sup> December, 2013

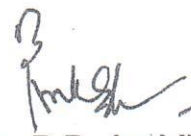
**CIRCULAR**

**Sub: Reimbursement of Outdoor Medical Treatment in respect of Retired Employees.**

Board of Management in its 55th meeting held on 24th September, 2013 vide Agenda Item No. 55.06 has approved the Medical Attendance and Treatment Regulations 2000 (Revised). Clause 8 (b) of the approved regulation provided reimbursement to retired employees for outdoor treatment subject to the ceiling of their eligible category at the time of his / her retirement on submission of a certificate that he / she has actually incurred expenditure on their outdoor treatment.

In view of aforementioned regulation, retired employees are entitled to get reimbursement of outdoor medical treatment on submission of a certificate that he / she has actually incurred expenditure on their outdoor treatment. To regulate all such claim, the following is approval for implementation:-

- (a) A performa as annexed shall be filled up for claiming medical reimbursement for outdoor treatment.
- (b) Reimbursement shall be entertained on quarterly basis i.e. claim arises from September to November may be submitted in the month of December to the Accounts Branch.
- (c) Since BOM has approved outdoor re-imburement claim on 24th September, 2013, such re-imburement of claim may be started from 24th September 2013 onwards.
- (d) Any claim more than a year may be treated as time barred and no claim will be entertained without providing of any justification and in this case approval of Hon'ble Vice Chancellor may be obtained for condonation of delay.
- (e) Controller of Finance may be authorised to approve and make payment to these aforesaid medical re-imburement claim to Retired Employees.

  
(Dr. B.P. Joshi)  
Registrar

**Copy to:-**

1. All Deans,  
GGSIPU(USBT/USCT/USBAS/USCIT/USEM/USMS/USLLS/  
UHSS/UEDN/UCMS)

2. All Directors, GGSIPU
3. Registrar, GGSIPU
4. Controller of Examinations, GGSIPU
5. OSD to Hon'ble Vice Chancellor
6. Superintending Engineer, UWD, GGSIPU
7. Librarian, GGSIPU
8. Chairman, UCITIM with the request to upload the same in the University website under the link of Accounts Branch.
9. IPRO, GGSIPU
10. F.O./II/UWD
11. Guard file.

  
**(Shaifesh Gupta)**  
**Finance Officer-II**



## GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka Delhi – 110078

### PROFORMA FOR CLAIMING MEDICAL REIMBURSEMENT FOR OUTDOOR TREATMENT (For Retired Employees)

Certified that I have incurred an expenditure not below Rs. \_\_\_\_\_ during the period from \_\_\_\_\_ to \_\_\_\_\_ on treatment of ailments/illness of self/wife/husband and dependent members of my family who are included in my declaration for medical benefit scheme of the Guru Gobind Singh Indraprastha University.

I also certify that:

1. None of my family members is working in Guru Gobind Singh Indraprastha University.
2. None of the family members for whose treatment, reimbursement is being claimed is covered under CGHS Scheme or any other medical scheme.
3. My wife/husband is an employee of the Govt. or any organization.

Address is .....

(I) and He/She is not claiming medical reimbursement from his/her organization.

(II) and is also not in receipt of any medical allowance or such from his/her organization.

The above said amount may be reimbursement to me.

December to February

Signature .....

March to May

Name of the Retired Employee .....

June to August

Designation .....

September to November

Pay scale + GP (last drawn) .....