

No.EDN-U(A-D)Ele-2-1/85-Pry/Budget/2017/- 31731-742  
Office of the,  
Deputy Director of Elementary Education Una District Una

IMPORTANT

Dated:-Una-174303 the 12 June 2017

To

The Block Elementary Education Officer  
Una/Bangana/Haroli/Mubarikpur/Gagret/Amb  
District Una(H.P.)

Subject:- Instruction regarding reimbursement of Medical Claims.

Memo:-

It has come to my notice during inspection of Block Elementary Education Offices that some employees are claiming open medical reimbursement for OPD treatment regularly involving huge amount. It is the duty of the DDO's to ensure proper check over the reimbursement process. Please follow following instructions strictly before making reimbursement:-

1. Maintain M.R. Check Register and sort out employees/pensioners whose annual OPD Claim exceeds Rs.5000/- in the Financial Year. Follow this action continuously i.e. every Year.
2. Ask Such employees to produce cartons, wrappers or bottles before the DDO at the time of presenting M.R. Bills. This material be kept in record for further verification by inspecting authority.
3. Compare the rate / Batch No. of medicines indicated on wrappers with the Cash Memo.
4. Maintain Individual wise Medical Reimbursement check register showing period of illness, Cash Memo No., Batch No., rate and record certificate to the effect that the rate of costly medicines have been compared with the wrappers and found correct. Please certify the same facts on the HPTR-5.
5. Issue direction to the employees/pensioners to produce wrappers with each OPD claim exceeding Rs.1000/- at a time.

*Hans Raj Guleria*  
HANS RAJ GULERIA

Deputy Director of Elementary Education  
Una District Una(H.P.)

Endst.No. Even.  
Copy to:-

Dated Even.

- 1.The Director of Elementary Education H.P. Shimla-1
- 2.The District Treasury Officer Una, Sub Treasury Officer-Haroli, Bangana and Amb.
- 2.The Supd Grade-I (Internal) DDO in respect of office of DDEE Una for strict compliance

✓ EDN-U(A-D). MISC  
office of Dy. Director Ele  
Una Dateel

*Hans Raj Guleria*  
Deputy Director of Elementary Education  
Una District Una(H.P.)

forwarded to all BEO's, Una and Retired for  
information and necessary action at your end  
please.

*Hans Raj Guleria*  
Dy. Director Ele. Edu  
UNA, Dist. UNA.