

No.22A(10)/10/US(WE)/D(Res)
Government of India
Ministry of Defence
(Deptt of Ex-Servicemen Welfare)

Dated 23.02.2012

To
Managing Director
Central Organisation, ECHS
New Delhi

SUBJECT : PROCEDURE FOR PAYMENT AND REIMBURSEMENT OF MEDICAL EXPENSE
UNDER ECHS : PROCESSING OF BILLS BY PROCESSING AGENCY (BPA) UTI, ITSL

Sir,

1. With reference to Govt of India, Ministry of Defence letter No 24(8)/03/US(WE)/D(Res) dated 19 Dec 2003. I am directed to convey the sanction of the President to modify Sub-Paragraph 4 (e) of the Appendix to above mentioned Govt letter for Regional Centres specified in para 3. For other Stations, existing procedure shall be applicable without change .
2. Processing of Bills by Bill Processing Agency (BPA)
 - (a) Bills of hospitals and individuals pertaining to Regional Centres mentioned in para 3 below will be processed by ECHS through BPA.
 - (b) Within 24 hours of the patient's admission, the hospital concerned will intimate online to BPA the complete details of the patient, proposed line of treatment, cost and duration with clinical history. After the patient is discharged, the hospital will upload the claim related documents on to BPA's web page. The hard copy of the bill will simultaneously be forwarded to the nominated CFA.
 - (c) BPA will carryout medical scrutiny (check appropriateness of treatment) by a team of Doctors with required qualifications. Based on the eligibility/admissibility, the bills will be sent to the BPA's financial team for scrutiny. The worksheet alongwith recommended amount will thereafter be electronically submitted to the CFA within two working days.
 - (d) CFA will examine the bill and BPA's worksheet prior to according sanction. The sanction will be accorded within five working days (in case of bills where MoD is the CFA, the restriction of five working days will not be applicable).
 - (e) The payment to hospitals & individuals will be made within two working days by the nominated CFA.
 - (f) The hard copy of bill alongwith the worksheet and payment details will be forwarded to respective CsDA for post audit alongwith the monthly cash accounts vouchers.
 - (g) In case of individual claims, the uploading of bills will be done at parent Polyclinic. The remaining process of bill processing and payment will remain same as that of hospital bills.

3. The above procedure will be implemented on a pilot basis with effect from 01 Apr 2012 at following places :-

- (a) Delhi.
- (b) Chandimandir.
- (c) Pune.
- (d) Trivandrum.
- (e) Secunderabad.

4. Bill Processing Centres will be established at Regional Centres located at above Stations and at Central Organisation ECHS. Financial Powers for sanctioning of payments and reimbursement of medical expenses will be as follows :-

- (a) Director, Regional Centre - Rs 1,00,000/-
- (b) Dy MD, ECHS - Rs 3,00,000/-
- (c) Managing Director, ECHS - Rs 5,00,000/-

5. Following additional infrastructure will be provided to Central Organisation ECHS and Regional Centre ECHS for taking on the additional work load :-

- (a) Manpower for Bill Processing Centres will be managed within the sanctioned manpower resources.
- (b) Computers (Five each).
- (c) One dedicated broadband internet circuit 2 Mbps (1:1) and one standard 2 Mbps broadband connection for CO, ECHS and Regional Centres. Delhi, Chandigarh, Secunderabad and Kochi of MTNL/BSNL. Balance Regional Centres one high speed broadband (Tri Band Combo UL Data 3499/4 Mbps/BBG ULD 6000) and one standard 2 Mbps broadband connection of MTNL/BSNL.

(As amended vide GoI, MoD letter No 22A(10)/2010/US(WE)/D(Res) dt 05 Nov 2012)

6. This procedure will be reviewed after one year of its operation.

7. This issues with the concurrence of Ministry of Defence (Finance) vide their U.O.No 198/JS & Addl. FA (R) dated 14th February 2012.

Yours faithfully,

Sd/- x x x x
(HK Mallick)

Under Secretary to the Govt of India

Copy to:-

- 1. PS to RM /PS to RRM
- 2. CGDA, New Delhi
- 3. SO to Defence Secretary
- 4. Sr. PPS to Sec. (ESW)
- 5. PPS to JS (ESW)
- 6. PPS to FA (DS)

Also to:-

- 1. DGAFMNS
- 2. COP
- 3. AOA
- 4. All PCsDA/CsDA