



CENTRAL SANSKRIT UNIVERSITY
Janakpuri, Delhi-58

CHECKLIST FOR REIMBURSEMENT OF MEDICAL CLAIMS
(To be filled and checked by the Campus)

CATEGORY: - Prolonged Illness/Special Diseases

Name of Campus: -

Name of the Employee/Retired Person: -

Designation: -

Pay Level & Basic Pay (as per 7th CPC): -

Ward Entitlement of the Beneficiary

Number of Original Bills/ Enclosures (Each enclosure must be serially numbered)	
Whether the Claim is submitted in Prescribed Medical Claim Form	
Whether the Certificate-A in original, duly verified and signed/ attested by treating physician is attached	
Whether the following document are enclosed (Indicate Yes/No)	
• Copy of Medical Identity Card	
• Original bills, cash memo, medicine cash memo/bills (The Bills for purchase of medicine should be computer generated. Handwritten medicine bill shall not be accepted)	
• Investigation Reports	
• Prescription of treating physician	
In case of prolonged illness/special diseases, whether the copy of certificate issued by the treating physician certifying the illness under prolonged category/lifelong treatment/Special Diseases is enclosed. (The certificate should be renewed on annual basis)	
Whether the hospital from where the prolonged illness/special diseases treatment is availed is empanelled by University or as defined under CGHS/CS (MA) Rules 1944.	
Whether the patient is dependent on the employee/retired person (as per the service records)	
Whether the claim is submitted within the prescribed time limit of submission of claim (i.e. 06 months) from the date of completion of treatment/ discharge of patient from hospital	
Whether the detailed calculation sheet as per Annexure-C is attached.	
Remarks (if any)	

Total Amount Claimed: -

Total Amount inadmissible: -

Total Amount Admissible/Passed for payment:

(Dealing Assistant)

(Section Officer)

(Director of the Campus)

Note:

1. In case of special disease, the reimbursement of claims shall be restricted to only those disease or medical conditions classified as "Special Diseases" under the CS (MA) Rules/CGHS Rules. The categories of "Special Diseases" is defined in CS (MA) Rules/SOP circulated by the University.
2. The Medical Reimbursement Claim form not supported by the checklist/detailed calculation sheet etc. will be returned.
3. Before forwarding the Medical Claims to the Headquarters Office, Campus must adhere to the guidelines/instructions contained in Medical Attendance Rules of the University and Standard Operating Procedures.