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**By Email/AWAN Only**  
Central Organisation, ECHS  
Adjutant General's Branch  
Integrated Headquarters  
Ministry of Defence (Army)  
Thimayya Marg, Near Gopinath  
Circle, Delhi Cantt-110010

B/49761/AG/ECHS/Medicine Policy

18 May 2020

IHQ of MoD (Navy)/Dir ECHS (N)  
DAV Subroto Park  
All HQ Command (A/ECHS)  
AMA ECHS, Embassy of India, Nepal  
All Regional Centres

**GUIDELINES FOR CLAIMING REIMBURSEMENT OF MEDICINES  
PURCHASED FROM 23 MAR 2020 ONWARDS**

1. Please ref the fwg :-
  - (a) CO ECHS letter No B/49762/AG/ECHS/Medicine Policy dt 08 Apr 2019.
  - (b) CO ECHS letter No B/49761/AG/ECHS/Medicine Policy dt 27 Apr 2020.
  - (c) CO ECHS letter No B/49761/AG/ECHS dt 23 Mar 2020.
  - (d) CO ECHS letter No B/49761/AG/ECHS/Medicine dt 24 Apr 2020.
  - (e) CO ECHS letter No B/49761/AG/ECHS/Medicine dt 28 Apr 2020
2. Though the lockdown may be lifted after 31 May 2020 in a gradual manner, in view of the prevalent situation, it is critical to ensure minimum footfall at the Polyclinic to mitigate spread of virus.
3. In view of the above, provisions have been granted to purchase life style/ chronic diseases medicines and claim reimbursement by veterans till 31 May 2020. Individual medicines reimbursement bills are normally handed over physically to OIC Polyclinic for processing for payment. However to minimise/ stream line footfall at Polyclinics, provision to upload bills online or send by Registered Post may be resorted to. Beneficiaries may be advised to follow one of the three methods elucidated in succeeding paras for reimbursement of claim amount with immediate effect :-
  - (a) **Online Submission.**
    - (i) Veterans may submit claims online through designated email to OIC Polyclinic. A separate mail ID may be created by OsIC PC, if required for the purpose and informed to veterans.
    - (ii) The scanned copies of last prescription held, bill, ECHS card, contingent bill (as per Appx 'A' to this letter) and copy of cancelled cheque / first page of passbook should be attached as file (s) with the email.

(iii) All Veterans will mention their complete residential address and tele/mobile No.

(iv) OIC Polyclinic will ack the receipt of mail and seek any further clarification if required.


(v) The veterans will however submit all original documents (for audit) after the lockdown is lifted by dates to be stipulated later. Non depositing of all the original documents by stipulated date will invite recovery of money.

(b) Veterans who are not able to upload the claim online may send all the above documents (bill and contingent bill in original) alongwith their calling No/ whatsapp No and residential address to OIC Polyclinic through "**Registered Post with Acknowledgement Due (AD) Card**". They should keep a photocopy of all documents with them. OIC Polyclinics will process the bills for payment as per existing orders.

(c) The veterans who are not able to send the online claim or by Regd Post for reimbursement shall submit their bills physically after 15 Jun 2020. Specific dates on which veterans could come to submit claims will be coordinated by OIC Polyclinic through tele, email or whatsapp.

(d) OsIC Polyclinics will process the bills (submitted online) digitally duly authenticated by DSC online and for rest of bills as per procedure explained in our letter at Para 1(a) & (b) above. RC will make necessary payment, without waiting for physical copies. Physical copies (for bills submitted online) will be fwd once situation stabilizes for audit purpose.

4. This has the approval of MD ECHS.



(Anupam N Adhulia)  
Col  
Dir (Med)  
for MD ECHS

Copy to :

MoD (DoESW)  
CGDA  
AG Branch (Coord)  
DG DC&W Sectt  
O/o DGAFMS  
DGMS (Army)  
DGMS (Navy)  
DGMS (Air)  
UTI-ITSL (BPA)

for info please.

- To scrutinize the claims submitted by beneficiary for identifying duplicate claims for same medicines and for same duration.

Internal

Ops & Coord, Claim Sec }  
C&L Sec, P&FC }  
Stats & Automation Sec -

for info.

- for uploading the letter on ECHS website and issue necessary dirn to UTI-ITSL.

**Contingent Bill**

Cheque may please be issued in favour of \_\_\_\_\_

Bank Acct No \_\_\_\_\_ Bank Name \_\_\_\_\_

Bank IFS Code \_\_\_\_\_ MICR No \_\_\_\_\_

**In Lieu of IAFA-155**

Voucher No : \_\_\_\_\_

**CONTINGENT BILL**

Expenditure of account reimbursement of medical treatment for purchase of medicines in respect of \_\_\_\_\_

(Auth : Central Organisation ECHS letter No B/49761/AG/ECHS/Medicine Policy dt 18 May 2020)

**Ser No**      **Date**      **Date of Expenditures**      **Amount**

Amount incurred on account of reimbursement  
Of Medical treatment in respect of \_\_\_\_\_

The details are as under

**ECHS Card No**      **Bill No**      **Diagnosis**      **Details of Bill/  
Medicines**      **Amount**

The bill with supporting documents attached in original.

Certified that:-

- (1) The claim has been submitted for the first time.
- (2) The reimbursement has been made on the actual treatment.

Amount in Words: Rupees \_\_\_\_\_

**RECEIVED PAYMENT**

**COUNTERSIGNED**