
C I R C U L A R

=====

In supersession to the circular instructions issued by this Hqrs. under endstt. No. PHQ/Accts/2013/1607 dated 16-06-2013 and for speedy disposal of medical claims of the employees of J&K Police Department, all the DDOs shall henceforth ensure that the Medical Reimbursement Claims are disposed off at their own level in accordance with the rules in vogue. However, medical reimbursement cases which are not within the competence of the DDO (advance drawal, sanction/ treatment outside the state) shall be submitted to PHQ for accord of necessary sanction of the competent authority.

The DDOs shall compile the medical reimbursement claims of the employees who are on their respective pay rolls in a chronological manner for their settlement keeping in view the date of receipt of the claim/seriousness of the ailment/financial condition of the concerned employee etc.

After fulfilling all necessary checks/codal formalities as envisaged under Medical Attendance cum Allowance Rule - 1990, the DDOs shall separately furnish proper requisition for allotment of funds to PHQ strictly as per below format under his proper signatures:-

S. No	Rank/Name/No	Nature of ailment	Amount of claim	Self treatment or dependent	Remarks
-------	--------------	-------------------	-----------------	-----------------------------	---------

Further, DDOs shall furnish quarterly progress report to PHQ regularly regarding reimbursement of medical claims as per format hereunder duly authenticated by him:-

S. No	Rank/Name/ PID No	Nature of ailment	Date of receipt of claim	Amount of claim	Date of payment (through bank a/c only)	Remarks
-------	----------------------	-------------------	--------------------------	-----------------	---	---------

This order shall have immediate effect.

26.08.15
Addl. Director General of Police,
(Hqrs) PHQ J&K - Srinagar

No. PHQ/Accts/2015-16/Medical/ 7593-95
Dated 26-08-2015

Copy to the:-

1. ADsGP Armed/Security J&K Srinagar for favour of information.
2. All IsGP/DIsG of Police with the directions to return the medical reimbursement cases pending in their respective offices (for want of necessary approval) to the concerned DDOs forthwith.
3. All DDOs of J&K Police Department for strict compliance.
4. File for records.