



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

From

The Chief General Manager,
BSNL, Tamilnadu Circle,
Chennai - 02.

To

ALL HEADS OF SSA/UNIT,


No. APTB / 5-1 / Circular /12-13/ 2 Dated @ CH - 2. the 15.10.2013

Sub: BSNL MRS-Guidelines for regulation of expenditure and submission of medical Indoor Treatments claims - reg.

Ref: This office circulars dated 31/7/2009.

A kind reference is invited to the previous circulars issued on the subject. Despite of the guidelines issued, while scrutinising the Inpatient medical claims at Circle Office, it is noticed that in many occasions the medical bills for Indoor treatment are submitted to Circle Office without sufficient documents as specified by the BSNL Corporate Office.

1. As per BSNL MRS order no.BSNL/Admn.1/15-2/05 pt dated 18/08/05, In all cases involving hospitalization of two or more than two days, a designated officer not below the rank of STS officer should visit the hospital, during the stay of the patient. The report should be submitted in the prescribed proforma after verifying with the BSNL MRS card. This is mandatory and to be strictly followed. But it is observed that in most of the cases the nodal officer visits the hospital only after the discharge of the patient which defeats the purpose of the visit. Hereafter, such claims received with belated visit report will be summarily rejected.
2. Declaration from the hospital regarding non- claiming of insurance for the claim to be obtained and submitted.
3. Date of 1st submission of the bill to be mentioned and the reason for delayed submission by the SSA to Circle office also to be given.
4. **IMPLANT/STENT**:- As per BSNL CO Order No.BSNL/ADMN.1/15-6/06 dated 9.1.2009, it is essential for the empanelled hospitals to quote the batch No. when coronary stent of any type (Ordinary metal/Drug Eluting stent) is implanted. In addition to this, the outer pouch of the stent packet along with the sticker on it on which the details of the stent are printed shall be enclosed with the medical bill for claiming the reimbursement of STENT bill.
5. Letter of authorisation should be signed by officer not below the rank of AO / SDE.


Chief Accounts Officer (Finance),
O/o CGM, BSNL, T.N. Circle,
Chennai - 2.