

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

REIMBURSEMENT OF MEDICAL EXPENSES

IIT Gandhinagar provides medical facility as well as reimbursement of medical expenses to the regular faculty and staff of the Institute. For smooth processing of reimbursement of the medical expenses, a standard procedure is being worked out. For the interim period, it has been decided to follow the procedure given below:

1. The claims for reimbursement of medical expenses are required to be submitted in the prescribed IPD/ OPD forms of the Institute within three months (i.e. 90 days). However, delay in submission of such claim due to unavoidable circumstances may be addressed to appropriate authorities for consideration for reimbursement on case to case basis on discretion of their judgment of merit.
2. Claims for medical reimbursement will be processed twice a month. claims received at the Institute administrative section upto 5th of a month will be reimbursed tentatively by end of the same month; while claims received from 6th up to 20th of the month will be processed tentatively by 15th of the following month provided there is no inaccuracy in the submissions.
3. All claims after review of the IITGN consultant doctor and after verification by internal audit, will go to the accounts section for payment.
4. All bills and receipts of the medicines and services (such as pathology, X-ray etc.) are required to be submitted in original while the supporting prescription of the specialist doctor/ IITGN doctor can be submitted in photocopy. If a person is referred to specialist consultant by the IITGN doctor, copy of the reference letter should also be submitted along with the bills for reimbursement.
5. Admissibility of reimbursement will be as provided in the [General Administration Advisory No. 27](#).