

B/49761/AG/ECHS/Medicine Policy

27 Apr 2020

IHQ of MoD (Navy)/Dir ECHS (N)
DAV Subroto Park
HQ Southern Command (A/ECHS)
HQ Eastern Command (A/ECHS)
HQ Western Command (A/ECHS)
HQ Cental Command (A/ECHS)
HQ Northern Command (A/ECHS)
HQ South Western Command (A/ECHS)
HQ Andaman & Nicobar Command (A/ECHS)
AMA ECHS, Embassy of India, Nepal
All Regional Centres

**AMENDMENT TO EXECUTIVE INSTRUCTIONS: PROCEDURE FOR RE-IMBURSEMENT
OF MEDICINES AND CONSUMABLES TO ECHS BENEFICIARIES**

1. Ref the fwg:-
 - (a) Central Org ECHS letter No B/49762/AG/ECHS/Medicine Policy dt 08 Apr 2019.
 - (b) Central Org ECHS letter No B/49761/AG/ECHS/Medicine Policy dt 08 Nov 2019.
2. Concept of Reimbursement of NA medicine was brought in effect last year keeping in view non availability of medicine due to paucity of funds. However with the improvement in fund situation it is visualised that this procedure will be resorted to as a last resort with an intention to reduce number of such cases.
3. An amendment was carried out vide our letter at Para 1(b) to permit processing the bills offline with a view to:-
 - (a) Cut down cost on commission being paid to BPA.
 - (b) Obviate uploading of the bills on line where the volume of bills is high.
 - (c) Ensure early disbursement to veterans.
4. Based on the inputs/feedback received from various stake holders, it is hereby directed to process the bills on line as per the guidelines and instructions given vide our letter at Para 1(a) above with immediate effect.
5. Methodology for reverting to online processing only will be as under:-
 - (a) Bills pending with PCs as on date will be processed online as per instructions given at letter at Para 1(a).

(b) Bills already processed on contingent bills to OIC PC ECHS at Stn HQ for countersignature (as per letter at Para 1 (b)) will be processed to respective RCs without any countersignatures of OIC ECHS at Stn HQ. Dir RC will process such Contingent Bills for offline payment after vetting by JD (HS).

(c) Contingent Bills already held with RCs with or without countersignatures of OIC ECHS at Stn HQ will be processed for payment offline.

6. Since the prescription slip holds all the details, **the same will be treated as NA Certificate.** If the medicine is NA in the PC medical, store as well as from the ALC the NA medicines will be indicated on the prescription only. The prescription will be signed by pharmacist and countersigned by the OIC PC after issuing the available medicines. Vitamins and supplements which are prescribed as a part of primary treatment for some ailments/diseases for the patient will ONLY be included as NA.

7. **Instruction for BPA.** The BPA shall incorporate the following in the individual claim menu in BPA login IDs of OIC PC.

(a) A separate dropdown menu/tab to be made available under individual OPD claim category specifically for **individual re-imbursement claim for medicines and consumables.**

(b) On entering the beneficiary card No the following details should be auto populated from system:-

- (i) Name
- (ii) Rank
- (iii) Service
- (iv) Relation with cardholder
- (v) Patient Name

(c) Provision for capture of following details for processing of bills should be available:-

- (i) Account holder name as appearing in Bank A/C
- (ii) Account no
- (iii) Bank Name and Branch Name
- (iv) IFSC Code
- (v) MICR Code

(d) The contingent bill (as per the format given in Appx 'B') should be available for download with available details auto filled, for taking signature of the beneficiary. The balance details not captured in the system shall be filled by individual and entered by DEO at Polyclinic.

(e) The documents uploading section of the polyclinic should select only the following documents for uploading :-

- (i) Prescription Slip
- (ii) Medical bill
- (iii) Copy of cancelled cheque
- (iv) Contingent bill

8. List of documents to be submitted by the individual to the parent PC for online processing will be as under:-

- (a) Copy of ECHS Card
- (b) Prescription Slip
- (c) Medical Bill
- (d) Cancelled Cheque

9. The veterans are allowed to submit a consolidated bill for the complete duration of NA (each NA will however not exceed 15/30 days as specified under Gen/Special condition).

10. These instructions will come into effect on the date of issue of this letter.

11. This has approval of MD ECHS.



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

Copy to :-

MoD (DoESW)
CGDA
Office of the DGAFMS, DG-2 (Plg)
AG's Branch (Coord)
DG DC&W Sectt
DGMS (Army)
DGMS (Navy)
DGMS (Air)
DGDS

for info pl.

UTI-BPA - for processing of bills as per Govt policy and instructions contained in this letter.

Internal

All Secs -

S & A Sec - for uploading on ECHS website and informing UTI-BPA as per Para 7 of this letter.

Individual Medical Bill

8D 13658256
In lieu of I.A.F. 115

CONTINGENT BILL

Bill No.

Date

Amount of Allotment

-Rs

Amount expended and for which bill has been submitted for payment

-Rs

Balance of amount excluding the amount of this bill

-Rs

Expenditure on account of reimbursement of Medical expenses incurred on treatment
FATHER C P S RAWAT ECHS membership / Smart Card No 0000804361

Authority :-

Govt of India letter No 24(3)/03/US (WE)/D (Res) (i) dated 08 Sep 2003.
Govt of India letter No 24(8)/03/US (WE)/D (Res) dated 19 Dec 2003.

Sl No.	Date	Details of expenditure	Amount (in Rs)
01	06-08-19	Medical Bill	103735
Total			103735

Amount in words :- One lakh three thousand Seven hundred thirty five only

Certificate in case of amount claimed by individual :-

- Expenditure on account of medical consumables/equipments have been actually incurred by me.
- My registration/membership No. is 0000804361
- My Bank Account No 20091940970 (in Bank) SBI Address of Bank M4 Road, Ambala Cantt
- My Postal address is H.No. 107 Gali No. A-1 GUPTA ENCLAVE, VIKAS NAGAR, DITAM NAGAR DELHI-110059



Sign of individual

Certified that :-

- Certified that the medical equipment / consumables have been actually purchased / consumed by Ex-servicemen.
- The rate is/are fair and reasonable.
- The expenditure incurred is debitable to Major Head 2076 Minor Head 107, Sub Head F- Medical Treatment Related Expenditure Code Head 365/00.
- The expenditure has been incurred in the interest of Ex-Servicemen.

Date 21/8/19

Sign of OIC Polyclinic

Funds are available

Checked and passed for payment of Rs.

Sign of Cash Assignment Officer

COUNTERSIGNED

Date

Sign of Station Commander

Paid vide Cheque No.

Date

Officer

Signature of Cash Assignment

Note :- Original bills, CFA's sanction and connected documents are enclosed.

Tele : 25683476
Mil: 36833

Central Organisation ECHS
Adjutant General's Branch
Integrated Headquarters
Ministry of Defence (Army)
ThimayyaMarg,
Near Gopinath Circle,
Delhi Cantt-110010

B/49769/AG/ECHS

23 Dec 2021

All Regional Centres

**AMENDMENT TO EXECUTIVE INSTRUCTIONS: PROCEDURE FOR RE-IMBURSEMENT OF
MEDICINES AND CONSUMABLES TO ECHS BENEFICIARIES**

1. Please ref the CO ECHS letter No B/49761/AG/ECHS/Medicine Policy dated 27 Apr 2020 (Copy att also available on our website).
2. Oflate it has come to our notice that few PCs are insisting on getting a NA certificate by ECHS beneficiaries for purchase of medicines which are not available with PC/SEMO. This is causing a lot of harrasment esp to old age veterans as this is in contravention to our policy mentioned at Para 1 above.
3. It is reiterated that since the prescription slip holds all the details, the same will be treated as NA certificate. If the medicine is NA in the PC medical store as well as from the ALC the NA medicines will be indicated on the prescription only. The prescription will be signed by pharmacist and countersigned by the OIC PC after issuing the available medicines. Vitamins and supplements which are prescribed as a part of primary treatment for some ailments/diseases for the patient will only be included as NA. (Ref Para 6 of under mentioned letter).
4. You are requested to disseminate the contents of this letter to all PCs under your AoR for Strict adherence to procedures.
5. This has the approval of MD ECHS.



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

Internal

All Sec

Stats & Automation Sec

- for info

-for uploading on website and issue necessary instr to UTI-ITSL (BPA).