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Central Organisation ECHS
Adjutant General's Branch
Integrated HQ of MoD (Army)
Thimayya Marg, Near Gopinath
Circle, Delhi Cantt-110010

B/49762/AG/ECHS/Medicine Policy

08 Apr 2019

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 Central 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

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

1. Reference GoI (MoD) letter No 22D(01)/2016/WE/D(Res-1) dated 30 Jan 19 (copy attached as Encl 1).
2. Provision of assured medicine supply to ECHS beneficiaries is critical for ensuring their medical care. While various measures / provisions exist, approval of reimbursement of medicines and consumables by GoI (MoD) vide letter at Para 1 will ensure that ECHS beneficiaries are able to get their medicines timely. These executive instructions are being issued to outline the process which will be further improved based on the environmental feedback.
3. **Primary Responsibility for Provisioning of Medicines & Consumables by SEMOs/SEDOs.**
 - (a) SEMOs are responsible for provision of medicines & consumables wef 10 Oct 16 vide O/o DGAFMS letter No 19189/DGAFMS/DG-2C/ECHS dt 10 Oct 2016.
 - (b) SEDOs are responsible for provision of dental medicines wef 07 Jul 2017 vide O/o DGAFMS letter No 19189/DGAFMS/DG-2C dt 07 Jul 17.
 - (c) SEMOs and SEDOs will continue to remain primary source of centralised medicine supply as these medicines come at most competent rates.
 - (d) Salient aspects of medicine management have been covered in SOP on Medicine Management issued on 05 Sep 17 vide Central Org ECHS letter No B/49762/AG/ECHS/Medicine dt 05 Sep 17.
 - (e) Since calculation of Monthly Maintenance Figure (MMF) was an important input for correct provisioning of medicines a comprehensive SOP on 'Calculation

of MMF in ECHS Polyclinics' has been issued on 19 Feb 19 vide Central Org ECHS letter No B/49762/AG/ECHS dt 19 Feb 19.

(f) Focus of medicine supply will remain on 'curative segment' as highlighted in SOP on Treatment Management in ECHS issued vide Central Org ECHS letter No B/49770/AG/ECHS/Treatment dt 28 Sep 2018.

4. Provision of Medicines & Consumables through Authorised Local Chemist (ALC) if NA with Polyclinics.

(a) GoI (MoD) has approved provision of ALC vide their letter No 22D(01)/2016/WE/D(Res-I) dated 22 Aug 17 for which executive instrs were issued vide our B/49762/AG/ECHS/Medicine Policy dated 29 Aug 17. This entailed provision of an Authorised Local chemist (empanelled chemist shop) to provide 'NA' medicines immediately if within premises of ECHS Polyclinic and within 24 hr if ALC is located within municipal limits in which concerned ECHS PC was located. Minimum discount from MRP was 15% but the vendor with maximum discount was to be selected based on the laid down procedure.

(b) Based on the ground challenges, the conditions of empanelling ALC were further relaxed vide GoI (MoD) letter No 22D(01)/2016/WE/D(Res-I) dt 25 Jun 18 wherein medicines could be provided within 72 hr when ALC was located outside municipal limits. Jan Aushadhi Stores were deemed empanelled as additional entity to provide NA medicines. Bank Guarantee & Turnover clauses have also been relaxed substantially.

(c) Polyclinic wise monetary ceiling for monthly expdr are as under :-

- | | | |
|-------|-------------------------------|---------------|
| (i) | <u>Type A & B.</u> | Rs 2.5 Lakhs. |
| (ii) | <u>Type C.</u> | Rs 1.5 Lakhs. |
| (iii) | <u>Type D.</u> | Rs 1 Lakh. |

(d) The monetary ceiling can be further enhanced by sanction of MD ECHS as per procedure as authorised in our letter No B/49762/AG/ECHS/Medical Policy dt 07 Jan 19. For this, the case has to be initiated by controlling Station HQs.

(e) Focus of medicines supply will continue to remain on 'curative segment'.

5. Provision of Medicines & Consumables on Reimbursement Basis to ECHS Beneficiaries if 'NA' with Polyclinic.

(a) The said provision has been approved by GoI (MoD) vide letter at Para 1 above. Separate provisions exist for 'Special Conditions' and 'General Conditions' which have been covered in succeeding paras.

(b) 'Special Conditions' for Reimbursement of NA Medicines.

(i) These are as indicated at Para 6 of Appx to MoD letter No 24(8)/03/US(WE)/D(Res) dt 19 Dec 03. The special conditions are :-

(aa) Post operative cases for major Cardiac Surgery/ Interventional Cardiology.

(ab) Oncology.

(ac) Post operative organ transplant cases.

(ad) Post operative joint replacement cases.

(ae) Post operative major Neurosurgical/ Neurology cases.

(ii) **Provision for Reimbursement for 'Special Conditions' at a Time.**

(aa) **Non Cancer Drugs.**

(aaa) **Upto No of Days.** 30.

(aab) **Financial Limit.** Upto Rs 75,000.00 (Rupees Seventy Five Thousand).

(ab) **Cancer Drugs.**

(aba) **Upto No of Days.** 30.

(abb) **Financial Limit.** Upto Rs 2,00,000.00 (Rupees Two Lakhs).

(c) **'General Conditions' for Reimbursement of NA Medicines.**

(i) All conditions except those covered at Para 5(b)(i) above will be treated as 'General Conditions'.

(ii) **Provision for Reimbursement of Medicines for 'General Conditions' at a Time.**

(aa) **Upto No of Days.** 15.

(ab) **Financial Limit.** Upto Rs 25,000.00 (Rupees Twenty Five Thousand).

6. **Procedure.**

(a) When an ECHS beneficiary reports to an ECHS Polyclinic for OPD treatment or after discharge from Service/ Govt/ Empanelled Hospital for collection of medicines and consumables, ECHS Polyclinic will provide the medicines and consumables from SEMO/SEDO supplied resource as available in ECHS Polyclinic.

(b) If the medicine is 'NA', attempt will be made to provide the same through ALC and/ or Jan Aushadhi Stores empanelled.

(c) If the medicine is 'NA' from ALC as well, NA certificate will be issued as per enclosed format (**Encl 2**) by OIC PC. Vitamins and supplements should not be included in 'NA' certificate.

(d) While issuing the NA certificate, OIC Polyclinic should ensure that the certificate has the names of the medicines in 'generic form' / salt details preferably. Branded drugs if prescribed should be supported with due medical justification by the prescribing doctor. The OIC PC should ensure that no substitute of the same is available in the generic form before issuing NA certificate for branded drugs.

(e) Medicine bill has to be in the name of ECHS beneficiary as given in ECHS card of the beneficiary. Any variation will make the claim 'Null & Void'.

(f) NA should be given for minimum No of days (subject to stipulation as per Para 5 above) by which assured availability of medicines through SEMO/ SEDO/ ALC can be issued to the patient viz if a patient requires medicines for 15 days but availability of needed medicines can be ensured after five days, NA will be given for five days only. It would be the responsibility of the PC to inform the ESM via SMS or telephonically, when the medicines are available in PC, in order to ensure that ECHS beneficiary is not made to run around. A fine balance between financial probity and inconvenience to ECHS beneficiary has to be maintained.

(g) Bills will be processed as individual reimbursement bill through dependant Polyclinic and paid by concerned Regional Central by funds allotted under Code Head 365/00.

(h) List of Documents to be submitted to OIC of parent PC for processing of the claim:-

- (i) Copy of ECHS Card.
- (ii) Prescription Slip.
- (iii) NA certificate as per Encl 2.
- (iv) Bill.
- (v) Copy of cancelled cheque with bank details.

(j) **Duties of OIC PC.**

(i) OIC PC will verify the following things:-

- (aa) Individual details to be verified with smart card database.
- (ab) Medicines in the bill are the same as written in NA certificate.
- (ac) The No of days for which the medicine is purchased is the same as endorsed in NA certificate. Bills submitted are within laid down limits based on Special/ General Conditions.
- (ad) Bill should include GST/TIN.

(ii) Upload the bill though UIT-BPA as individual reimbursement bill.

7. This policy will come in force wef 30 Jan 19 from the date of issue of Govt letter at Para 1 above.

8. This has approval of MD ECHS.



(DK Dubey)
Gp Capt
Offg Dir (Med)
for MD ECHS

Encls : As above.

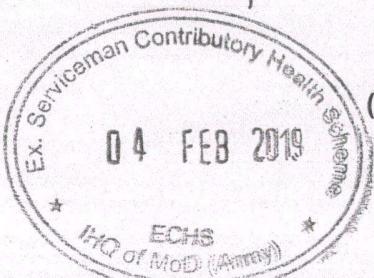
Copy to:-

- | | | |
|---------------|---|---|
| MoD (DoESW) | - | for info wrt your letter at Para 1 above. |
| CGDA | - | for info wrt mode and Code Head of Budget. |
| O/o DGAEMS | } | for info pl. |
| AG Branch | | |
| DG DC&W Sectt | | |
| DGMS (Army) | | |
| DGMS (Navy) | | |
| DGMS (Air) | - | for processing of bills as per Govt policy and instructions contained in this letter. |
| DGDS | | |
| UTI-BPA | | |

Internal

- | | | |
|----------|---|--|
| All Secs | - | S&A Sec for uploading on ECHS website and informing UTI BPA. |
|----------|---|--|

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Enclosure 1
Refer to Para 1

No.22D(01)/2016/WE/D(Res-I)

Government of India

Ministry of Defence

(Department of Ex-Servicemen Welfare)

Room No. 221, B Wing,

Sena Bhavan, New Delhi.

Dated 30th January, 2019

To,
The Chief of Army Staff
The Chief of Naval Staff
The Chief of Air Staff

Subject : Supply of Medicines to ECHS Beneficiary and amendment to Provision regarding Authorised Local Chemist (ALC).

Sir,

In continuation of MoD letter of even no. Dated 25-6-2018 the sanction of the Competent Authority in MoD is conveyed for re-imbursement of medicines and consumables in respect of ECHS beneficiaries for maximum period of 15 days at a time subject to maximum value of medicines and consumables not exceeding Rs.25,000/- each time under general conditions and 30 days at a time subject to maximum value of medicines and consumables not exceeding Rs.75,000/- each time except in case of cancer drugs where the maximum value of medicines and consumables would be Rs.2,00,000/- each time under special conditions. This would be further subject to obtaining Non Availability Certificate (NAC) from OIC ECHS, Polyclinic. The special conditions would be as indicated in para 6 of Appendix to MoD letter No.24(8)/03/US(WE)/D(Res-I) dated 19-12-2003.

2. This issues with the concurrence of Defence (Finance/Pension) vide their UO No.10(3)/2016/Fin/Pen dated 17-1-2019.

Yours faithfully

(A.K. Karn)
Under Secretary to the Govt. of India

Copy to :-

1. CGDA, New Delhi
2. DGADS, New Delhi
3. SO to Defence Secretary /PPS to Secretary, ESW
4. PPS to AS(T)/PPS to AS(I)
5. Addl FA (RK) & JS
6. JS (ESW)/JS/(O/N)
7. Director(Finance/AG)
8. DFA (B)/DFA(N)/DFA (Air Force)
9. AFA (B-1)
10. D(Works)/D(Mov)/D(Med)
11. O & M Unit.
12. MD, ECHS

Enclosure 2
(Refer to Para 6(c))

NA CERTIFICATE

1. No _____ Rank _____ Name _____

ECHS Card No _____ is an eligible ECHS beneficiary.

OR

Name _____, ECHS card No is an eligible ECHS beneficiary and is
 Wife/Husband/Son/ Daughter/ Brother/ Sister/ FATHER/ Mother of No _____

Rank _____ Name _____, ECHS card

No _____, Aadhar Card No _____.

2. The following medicines are 'Not Available' in ECHS Polyclinic _____

on _____ dependent on SEMO(/SEDO as the case may be)

Ser No	Medicine name (with salt name)	Frequency of Consumption	No of days	Remarks
(a)				
(b)				

3. The above medicines cannot be provided through ALC as well.

4. This medicine forms part of 'Special Condition'/ 'General Conditions' (Score out which is not applicable).

5. Individual is permitted to purchase and claim reimbursement of above medicines for _____ (No of days) with financial limit as laid down.

Sign of OIC Pharmacy
 At ECHS PC (with date)

Sign of Medical Offr
 (with date)

Sign of OIC PC
 (Stamp with date)