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GOVERNMENT OF MANIPUR
SECRETARIAT : FINANCE DEPARTMENT
(PAY IMPLEMENTATION CELL)

OFFICE MEMORANDUM
Imphal, the 5th August, 2006.

Subject : - Medical Advance.

No. 6/15/99-(PIC)(Pt.I)(D) : The undersigned is directed to say that the Government of Manipur constituted a Committee of Officers vide order of even number dated 31/10/2005 to review the current procedures for grant of medical advance and reimbursement and to recommend appropriate measures. The report/recommendation of the Committee of Officers has been accepted by the Government and the Governor of Manipur is pleased to prescribe the following guidelines/instructions for strict compliance : -

- (1) Advance for medical treatment of State Government employees and their dependents shall be allowed upto a maximum of 80% of the estimated cost in respect of major treatments/surgeries as notified by the Government and certified by the State Medical Board. In other cases, the limit on advances as fixed by the State Government vide Office Memorandum No. 6/15/99-PIC(Pt.I)(D), dated 18/10/2005 shall continue.
 - (2) Advance in case of treatment at Hospitals other than the Government hospitals in the State shall not be payable in cash; it should be drawn and paid to the hospital authority in the shape of Bank Draft/DD by the Drawing and Disbursing Officer/Head of Department concerned.
 - (3) Advance for treatment at hospitals referred by the State Medical Board shall be given only on the basis of a certificate regarding the estimated cost of treatment prepared by the recognized hospital to which the patient is referred by the State Medical Board. The estimate shall not be entertained unless the relevant referral hospital **forwards such estimate under an official communication directly to the State Medical Board** and is duly verified/vetted by the State Medical Board.
 - (4) Advance shall be adjusted against the claim for reimbursement of the expenditure to be preferred within 3 (three) months from the date of completion of treatment. The balances, if any, shall be recovered from the pay of the Government servant concerned in 4 (four) equal monthly installments from the month following the month of adjustment. In case, the advances are not settled within 3 (three) months' period, the Drawing & Disbursing Officer should automatically commence recovery of the whole advance against the salary payable to the employee until the advance is fully adjusted.
2. All concerned are, therefore, requested to strictly follow the above procedures while proposing the advance for medical attendance/treatment.

Sd/- R.R. Rashmi,
Commissioner (Finance),
Government of Manipur.

Memo. No. 6/15/99-PIC(Pt.I)(D) :
Copy to : -

Imphal, the 5th August, 2006.

1. The Secretary to His Excellency the Governor of Manipur, Raj Bhavan, Imphal.
2. The Secretary to the Hon'ble Chief Minister, Manipur.
3. P.Ss to All Ministers/State Ministers, Manipur.
4. P.S. to Ld. Advocate General, Manipur.
5. P.S. to Chief Secretary, Govt. of Manipur.
6. P.S. to Addl. Chief Secretary, Govt. of Manipur.