



श्री वेंकटेश्वर महाविद्यालय
(दिल्ली विश्वविद्यालय)
Sri Venkateswara College
(University of Delhi)
NAAC Grade A+



प्रोफेसर वज्जला रवि
प्राचार्य

Prof Vajala Ravi
Principal

Ref No : SVC/Acs/2024/P/8661

23rd October, 2024

List of documents for Medical Reimbursement

1. Medical Reimbursement Claim Form of the college duly filled in and completed in all the aspects along with all necessary documents.
2. Self-explanatory note (explaining the emergency circumstances), wherever applicable.
3. Emergency certificate issued by the treating doctor/hospital, wherever applicable.
4. Referral letter(s)/permission letter(s)/government doctor(s) advise, wherever applicable.
5. Original/photocopy prescription issued by the doctor(s).
6. Original/photocopy prescription of Doctor's advice for hospitalization, if applicable.
7. For Pre-Post Hospitalization treatment: Original medicine / investigation bills along with the original/photocopy of the reports, as prescribed by the treating doctor/hospital, if applicable.
8. Original/Photocopy Discharge Summary: Detailed OT notes are required in case of uncoded procedures/ complicated procedures /if two or more procedures are performed along with the investigation report, if any, wherever applicable.
9. Original hospital final bill(s) as per the list below including the Physicians / Surgeons / Anesthetics fees, wherever applicable:-
 - a. Consolidated Bills
 - b. Original payment receipts matching the amount claimed
 - c. If outpatient emergency treatment was obtained prior to being admitted, kindly enclose such bills before indoor bill. Make sure that this amount is included in the summary of bills.
 - d. Please ensure that the total of all enclosed bills are the same as the amount being claimed.
 - e. If original documents/bills are lost, then affidavit in prescribed format to be enclosed.
10. **For Hospitalization Treatment:** All Original medicine / investigation bills along with the original/photocopy reports, as prescribed by treating doctor/hospital.
11. Proper numbered receipt(s) of payment during hospitalization. Invoice / Sticker of Implant, in case of fracture MLC / FIR / Self-declaration, Pre/post X-ray plate confirming fracture must be submitted with claim.

NOTE:-

1. Submission of Hospitalization / Pre & Post- Hospitalization Claim should be submitted in due course of time.
2. All bills/documents must be signed by the government employee only.

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धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21

3. Only the principal card holder can claim for the reimbursement. If the principal card holder is no more, the spouse can claim for reimbursement. Dependents can claim after enclosing affidavit/legal heir certificate along with No Objection Certificate (NOC) from other legal heirs. Nomination is only for receiving the amount towards already submitted claim.
4. Any relative (who claims to be the legal heir) can claim but they have to enclose legal heir/ succession certificate(s) along with NOC from other legal heir.
5. Misuse of medical facilities is a criminal offence. Penal action including cancellation of medical card may be taken in case of willful suppression of facts or submission of false statements. Suitable disciplinary action shall be taken in case of serving employees.
6. It may be noted that non-submission of necessary particulars in the prescribed form and document(s) shall lead to unnecessary delays in payment, if otherwise eligible. Utmost care may kindly be taken for the needful.
7. Any addendum/Corrigendum shall be posted on the college website (www.svc.ac.in) only.

All concerned are requested to note the same for information and necessary action.


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प्रतिलिपि उप-प्रधानाचार्य/कोषाध्यक्ष/संबंधित विभागों के प्रभारी शिक्षक/समन्वयक, अनुभाग अधिकारी (लेखा एवं प्रशासन), सहायक (लेखा, प्रशासन एवं स्थापना), प्राचार्य कार्यालय, सभी सम्बन्धित, महाविद्यालय की वेबसाइट और फाइल को सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित।

Copy forwarded for information and necessary action to the Vice-Principal/Bursar/ Teacher-in-Charge/Coordinators of the respective departments, Section Officers (Accounts & Administration), Dealing Assistants/Hands (Accounts, Administration & Establishment), Principal's Office, All Concerned, College Website; and File.


23/1/24
अनुभाग अधिकारी (लेखा)
Section Officer (Accounts)
श्री वैकटेश्वर महाविद्यालय
Sri Venkateswara College
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For Outpatient Department (OPD)

1. Medical Reimbursement Claim Form of the college duly filled in and completed in all the aspects along with all necessary documents.
2. Referral letter(s)/permission letter(s)/government doctor(s) advise, wherever applicable.
3. Original/photocopy prescription issued by the doctor(s).
4. For Pre Hospitalization treatment: Original medicine / investigation bills along with the original/photocopy of the reports, as prescribed by the treating doctor/hospital, if applicable.
5. Original hospital final bill(s) as per the list below including the Physicians / Surgeons / Anesthetics fees:-
 - A. Consolidated Bills
 - B. Original payment receipts matching the amount claimed
 - C. If outpatient emergency treatment was obtained prior to being admitted, kindly enclose such bills before indoor bill. Make sure that this amount is included in the summary of bills.
 - D. Please ensure that the total of all enclosed bills are the same as the amount being claimed.
 - E. If original documents/bills are lost, then affidavit in prescribed format to be enclosed.
6. Invoice / Sticker of Implant, in case of fracture MLC / FIR / Self-declaration, Pre/Post X-ray plate confirming fracture must be submitted with claim.

For Inpatient Department (IDP)/Hospitalization

1. Medical Reimbursement Claim Form of the college duly filled in and completed in all the aspects along with all necessary documents.
2. Referral letter(s)/permission letter(s)/government doctor(s) advise, wherever applicable.
3. Self-explanatory note (explaining the emergency circumstances).
4. Emergency certificate issued by the treating doctor/hospital.
5. Original/photocopy prescription issued by the doctor(s).
6. Original/photocopy prescription of Doctor's advice for hospitalization.
7. For Post Hospitalization treatment: Original medicine / investigation bills along with the original/photocopy of the reports, as prescribed by the treating doctor/hospital, if applicable.

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8. Original hospital final bill(s) as per the list below including the Physicians / Surgeons / Anesthetics fees:-
 - A. Consolidated Bills
 - B. Original payment receipts matching the amount claimed
 - C. If outpatient emergency treatment was obtained prior to being admitted, kindly enclose such bills before indoor bill. Make sure that this amount is included in the summary of bills.
 - D. Please ensure that the total of all enclosed bills are the same as the amount being claimed.
 - E. If original documents/bills are lost, then affidavit in prescribed format to be enclosed.
9. Invoice / Sticker of Implant, in case of fracture MLC / FIR / Self-declaration, Pre/post X-ray plate confirming fracture must be submitted with claim.
10. Original/Photocopy Discharge Summary: Detailed OT notes are required in case of uncoded procedures/ complicated procedures /if two or more procedures are performed along with the investigation report, if any, wherever applicable.
11. **For Hospitalization Treatment:-** All Original medicine / investigation bills along with the original/photocopy reports, as prescribed by treating doctor/hospital.
12. Proper numbered receipt(s) of payment during hospitalization. Invoice / Sticker of Implant, in case of fracture MLC / FIR / Self-declaration, Pre/post X-ray plate confirming fracture must be submitted with claim.

NOTE:-

1. Submission of Hospitalization / Pre & Post- Hospitalization Claim should be submitted in due course of time.
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