

DELHI DEVELOPMENT AUTHORITY
(MEDICAL CELL)

No. F3(97)/MC/2006-07/DDA/ 331

Dated: 09/8/2007

F&E CIRCULAR NO. 12

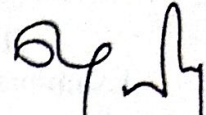
Sub: Submission of medical claims within the prescribed time limit.

Detailed instructions have been laid down vide rule 8 & 9 - section - I of CS(MA) Rules which inter alia provide -

- i. Final claim for re-imbusement of medical expenses in respect of particular spell of illness should be preferred within three months from the date of completion of treatment. In case of advance paid for the treatment to the employees, the said time limit for submission of the claim is one month.
 - ii. The controlling authorities have been empowered under the aforesaid provision not to entertain a medical claim not preferred within three months.
 - iii. The Medical claims preferred after the prescribed time - limit shall be considered on merits of individual case. Reasons for delay shall be recorded. These should be convincing so that the same be examined in Audit.
 - iv. The condonation of delay cannot be considered as a routine matter. While considering condonation of delay, the competent authority has to consider the case on merits, particularly, keeping in view the need to prevent mal-practices.
2. Despite the above mentioned codal provisions, a number of time barred claims are received at headquarters for condonation of delay on unconvincing grounds, mostly on the plea of ignorance of rule position.
 3. It is, therefore, enjoined upon all concerned that due care should be taken while dealing with medical claim not preferred within prescribed time limit and sending such cases to the competent authority for condonation of delay.

4. Non compliance with the codal provisions shall result in rejection of the claims.

The contents of this circular must be given wide publicity, particularly for the knowledge of group C & D employees.



(RAJIV PANDEY)
Chief Accounts Officer, DDA

Copy forwarded for information and necessary action to:

1. OSD to VC for kind information of the latter.
2. OSD to FM
3. All Zonal Chief Engineers,
4. Commissioner(Planning), (Housing), (LM), (LD)
5. Commissioner(Pers.),
6. Chief Architect
7. FA(H)
8. Dir.(MM)
9. Dir.(Fin.)
10. Dir.(Hort.), North & South,
11. All Jt. CAOs, Dy. CAOs/Dy. FA(H)
12. All FOs to CEs
13. All Sr. AOs(CAU)/Sports Complex.
14. Sr. AO(F&E)
15. PAO(EW) & Sr. AO(PE), Vikas Minar.



Sr. AO(Medical)