



**GOVERNMENT OF KERALA**  
**Finance (Loans) Dept**  
**CIRCULAR**

No.107/2014/Fin

Dtd, Thiruvananthapuram 18.12.2014

**Sub: Medical Reimbursement Verification of Essentiality Certificate by Competent Authority - Specification of admissible amount - Instruction to Heads of Department- Reg.**

**Ref:- G.O.(Ms)378/20212/H & FWD dated 07.11.2012.**

1. In the Government Order referred above, Government had ordered/enhanced the following ceiling limit for scrutiny/sanction of Medical Reimbursement claims under KGSMA rules.

1	Verification and sanction by the Head of Department at District level	Up to Rs.10,000/- (Rupees Ten thousand only)
2	Prior verification by the District Medical Officer concerned and sanction by the Head of Department at District level	From Rs. 10,000/- to Rs. 1 lakh
3	Prior verification by the Director of Health Services/ Director of Indian System of Medicine and sanction by the Head of Department.	Above Rs. 1 lakh

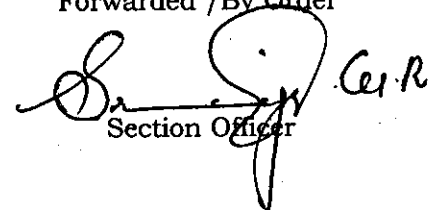
2. Several instances have come to the notice of Government wherein the file regarding Medical Reimbursement claims for treatment in private/specified hospitals are forwarded to the Finance Department after verifying the same by the Competent Authority as such without clearly specifying the amount admissible for reimbursement as per verification. It is regretted that such files in the absence of the above clear details will have to be returned that may cause delay in the medical reimbursement.
3. In view of this, all the Heads of Departments are hereby instructed to forward Medical Reimbursement proposals to Finance Department in Government only after ensuring that the Essentiality Certificate/Medical bills have been duly verified by the Competent Authority as per the G.O cited above and that the Competent Authority has clearly spelled out the items and the amount that are admissible for medical reimbursement. This will ensure that the process is transparent and the delay is avoided in settling the Medical Reimbursement claim.
3. The proposals which lack the above said certificate will not be entertained in Finance Department hereafter.

**RAJESH KUMAR SINHA**  
**Secretary (Finance Expenditure)**

To

All Heads of Departments  
All Departments in the Secretariat  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
The Stock file/Office copy

Forwarded /By Order

  
Section Officer