

**Sub: Claim for reimbursement of medical expenditure incurred on Indoor treatment.**

Rule 12 of IRCON Medical Rules, 2002).

Note:	1. Information in respect of all columns is compulsory for processing of application.
	2. * Strikeout whichever is not applicable.

1.	Emp.code No.		2.	Name of the employee	
3.	Designation		4.	Place of posting	
5.	Scale of Pay	Rs. _____	6.	Basic pay	Rs. _____ pm
7.	Name of Patient		8.	Relationship	
9.	Date of admission		10.	Date of discharge	
11.	Diagnosis of the ailment and treatment given in brief				
12.	Name & Address of the Hospital				
13.	S.No. at which the hospital is listed in the Data Bank of hospitals maintained by IRCON.				
14.	In case hospital is not in the Data Bank of hospitals maintained by IRCON, attach documentary evidence in support of registration of hospital and certificate of exemption from income-tax authorities.				*Attached / not attached
15.	(a) Total amount	Rs. _____			
	(b) Advance, if any	Rs. _____			
	(c) Net amount claimed	Rs. _____			
16.	Name & Account No. of the bank where the amount is to be sent				

**Encls: (Tick mark the documents attached)**

- i) Dependency certificate (if not submitted earlier)
- ii) Prescription of doctor indicating date wise treatment
- iii) Original vouchers and receipts for diagnostics, medicines etc.
- iv) Discharge Summary
- v) Hospital Bill
- vi) Documentary evidence / certificate issued by State / Local Health authorities in support of Hospital being a Government Hospital or Govt Aided Hospital or a Trust Hospital established on NO PROFIT NO LOSS basis or Hospital / Nursing Home registered with local bodies / State Government .
- vii) Certificate from the Income Tax authorities mentioning that the expenses incurred for indoor treatment in the said hospital are exempted from income-tax. *(This certificate is not mandatory to be submitted by the employee. In the absence of this certificate, the entire medical expenses will be added as perquisite for purposes of income tax).*


Signature of employee \_\_\_\_\_

**Controlling Officer**

**Accounts Department**