

FINANCE (SALARIES) DEPARTMENT  
SECRETARIAT  
CHENNAI 600 009

**LETTER NO.46490/Salaries/99-2, DATED:11.08.1999.**

From  
Tmt. Girija Vaidhyanathan, I.A.S.,  
Special Secretary to Government.

To  
All Secretaries to Government, Chennai-9.  
All Departments of Secretariat (OP), Chennai-9.  
The Secretary, Legislative Assembly Secretariat, Chennai-9.  
All Heads of Departments.  
All District Collectors.  
All Treasury Officers.  
All Chief Educational Officers.  
The Commissioner of Treasuries and Accounts, Chennai-15.  
The Accountant General (A&E), Chennai-18.  
The Accountant General (Audit), Chennai-35.  
The Chief Internal Auditor and Chief Auditor of Statutory Boards,  
807, Anna Salai, Chennai-2.  
The Secretary, Tamil Nadu Public Service Commission, Chennai-2.  
The Registrar, High Court, Chennai-104.

Sir,

Sub: Medical Assistance under Tamil Nadu Government Employees  
Health Fund Scheme - Format for application and proceedings -  
Prescribed - Communicated.

Ref: From the Commissioner of Treasuries and Accounts  
Letter Rc.No.47598/99/H4, dated 4.8.99.

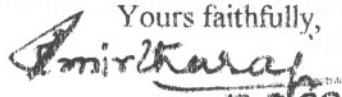
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I am enclosing two prescribed formats for application and proceedings.

2. I am to request you to communicate the draft application to the staff working under your control, Government employees, seeking medical assistance under this scheme are requested to submit their request in the prescribed application, in future.

3. The Competent authorities are requested to sanction medical assistance in the standard draft proceedings in future.

Yours faithfully,

  
13.8.99

for SPECIAL SECRETARY TO GOVERNMENT.

Copy to:  
Stock file/Spare copy.

## APPLICATION

1. Name and Designation of the Government Servant.
2. Office in which employed
3. Name of the patient and his/her relationship to the Government Servant
4. Marital status of the Government Servant : Married/Unmarried
5. Whether the Government servant subscribing to the TNGEHFS since its inception/from the date of joining in Government service
6. Name of the surgery/treatment
7. Period of surgery/treatment
8. Name of the hospital wherein the surgery/treatment had been taken
9. Whether the hospital is included in the list of accredited list.
10. Whether the surgery/treatment is included in the list of specialised advanced surgeries/treatment approved by the Government.
11. If the treatment/surgery is taken out side the State whether the Government permission is obtained (copy of order should be enclosed)
12. Whether discharge summary is enclosed
13. Whether the original bills were numbered and indexed
14. Total claim preferred
15. 75% of the total claim
16. Place/District for which the Cheque/D.D to be issued by the CTA.

/True copy/

SIGNATURE OF THE APPLICANT.

*Govindharaj*  
SECTION OFFICER. 13.8.99.



**Format for issuance of proceedings by the sanctioning authority.**

Proc. of the .....

Present Thiru/Tmt.....

Rc.No.....dated.....

Sub: Medical Assistance - Tamil Nadu Government Employees Health Fund Scheme -  
Assistance to Thiru/Tmt..... for  
specialised surgery / treatment - Sanctioned.

- Ref: 1. G.O.Ms.No.18, Finance (All) Department, dated 9.1.92.  
2. G.O.Ms.No.194, Finance (Sal) Department, dated 16.3.93.  
3. G.O.Ms.No.490, Finance (Sal) Department, dated 16.2.94.  
4. G.O.Ms.No.340, Finance (Sal) Department, dated 14.7.98.  
5. Representation received from Thiru/Tmt.....  
dated.....  
6. From the Dean/Jt.DMRHS Lr.No.....  
dated.....

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**ORDER:**

In the Government Order first and second cited, the Government have constituted a Government Employees Health Fund to provide a measure of relief to Government Employees and their family members who are actually dependents for specialised advanced surgeries / treatments.

2. Thiru/Tmt..... working as..... in the office of the ..... applied for medical assistance under Tamil Nadu Government Employees Health Fund Scheme to Self/Wife/Son/Daughter for the specialised surgery/treatment undergone for..... made on .....at..... hospital which is one of the accredited institutions listed out in the Annexure to G.O.Ms.No.846, Finance (Salaries) Department, dated 14.12.93. Thiru /Tmt..... was admitted in the above mentioned institution from ..... to..... and discharged on ..... The actual expenditure incurred by Thiru/Tmt ..... towards the above surgery/treatment was Rs..... As per the Government orders, the assistance should be limited to Rupees one lakh only or 75% of the actual expenditure whichever is less.

3. In the reference sixth cited, the Dean / Jt.DMRHS ..... has opined that .....

4. The individual is a regular subscriber to the Tamil Nadu Government Employees Health Fund Scheme from its inception i.e. from 9.1.92/from the date of joining in Government service on ..... and subscription is recovered from him/her upto dated.

5. Under the powers delegated in G.O.Ms.No.846, Finance (Salaries) Department, dated 14.12.93 and in G.O.Ms.No.141, Finance (Salaries) Department, dated 26.2.96, sanction is hereby accorded for a payment of Rs..... (Rupees..... only) being the 75% of the actual expenditure towards grant under the Tamil Nadu Government Employees Health Fund Scheme to Thiru/Tmt.....working in the office of the ..... in connection with the surgery/treatment undergone at ..... hospital on ..... for him/her/to the family members.

6. It is certified that

- (16)
- i) all the original bills relating to the surgery/treatment were received and scrutinised and retained in our office.
  - ii) necessary entry has been made in the Service Book of Thiru/Tmt.....
  - iii) this is the first/second claim preferred by the individual and the details of claims are found to be in order.
  - iv) this is the second claim preferred by the individual and the total assistance received from Tamil Nadu Government Employees Health FundScheme does not exceeds the maximum of rupees one lakh.

7. The Commissioner of Treasuries and Accounts, Chennai is authorised to issue crossed Cheque/Demand Draft for a sum of Rs..... (Rupees ..... only) in favour of Thiru / Tmt ..... payable at .....

8. The Drawing and Disbursing Officer is requested to handover the Cheque Demand Draft to the individual after obtaining proper acknowledgement through the office concerned.

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9. The expenditure shall be debited under "K. Deposits and Advances (b) Deposits not bearing interest 8443.00 Civil Deposits - 800 Other Deposits - AH. Tamil Nadu Government Employees Health Fund Scheme (outgo) (DPC 8443 00 800 AH 0009 (0))

SIGNATURE OF THE SANCTIONING AUTHORITY.

- To
- The individual (through proper channel)
- The Commissioner of Treasuries and Accounts, Chennai-15.
- The Chief Internal Auditor and Chief Auditor of Statutory Boards, Chennai-2.
- The Accountant General (A&E), Chennai-18
- The Accountant General (Audit), Chennai-35.

/True copy/

*Amirtharaj*  
SECTION OFFICER. 13.8.99.

Enclt: 47598/99/Hudl- 13-9-99.

Communicated to subordinate offices for information and necessary action.

*D*  
15/9/99  
Accounts Officer (i/c)

TO  
All subordinate offices in the state. 2/10/99.