

Subject: **MEDICAL FACILITIES TO RETIRED CIVIL SERVANTS.**

Dear Sir,

I am directed to refer to this Department circular letter No.SOSR-III/FD/8-40/2003Vol-III dated 07.05.2008 on the subject noted above and to state that the Provincial Government has reviewed the subject policy and approved that the retired Civil Servants are entitled to medical re-imburement of expenditure incurred during the course of their treatment on medicines/tests etc in respect of himself and his/her spouse for the following diseases: -

- 1- **Heart.**
- 2- **Cancer.**
- 3- **Hepatitis.**
- 4- **Dialysis**
- 5- **Diabetes**
- 6- **Blood pressure / Hyper – tension**

2. The procedure for re-imburement of medical charges to retired civil servants would be as under:

- a. The responsibility for execution/management of the scheme is assigned to the respective Administrative Secretaries/Departments as is being practiced in case of serving Government Servants where is the same facility at District level will be under supervision of DCO concerned.
- b. The claims would be entertained in accordance with availability of form provided by the

The above mentioned documents will be presented to Incharge Benevolent Fund, who after scrutiny will return the pass book to the claimant the next day alongwith payment in the form of open cheque.

- 1- Incharge Office of the Benevolent fund Cell Administration Department is authorized upto payment of **Rs. 20,000/-** per patient whereas Incharge District Benevolent Fund is authorized for payment upto **Rs. 10,000/- per** patient. The claims above **Rs. 10,000/-** will be referred to Benevolent Cell, Administration Department for necessary action.
- 2- A retired Civil Servant (Pensioner), spouse and dependant Children are entitled to the said facility.

- 3- Secretary Administration is authorized Officer for approval of Medical reimbursement upto **Rs. 100,000/-**. The claim exceeding **Rs. 100,000/-** will be referred to Standing Medical Board for necessary action.
- 4- The Finance Department will release **Rs. 10.00 million** in the first instance, to Provincial Benevolent fund Cell and **Rs. 1.00 million** to each District. As such the total amount to be released will be **Rs. 34.00 million**, to be raised to **Rs. 50.00 million** in the next year. In the subsequent years the said amounts would be released as per requirement.
- 5- The said amount when released will be placed in the imprest account.
- 6- Administrative Secretaries and DCOs will be responsible to look after this facility against any misuse. Health, Finance and Administration (Benevolent Fund) Departments will work out audit / pre- audit modalities of the said facility.
- 7- Government Servants (Medical Attendance) Rules 1959 would be amended as and when required.
- 8- The above facility will be effective from 1st July 2007.

GOVERNMENT OF NWFP
FINANCE DEPARTMENT

No. SOSR-III/FD/8-40/2003/Vol-III
Dated Peshawar the 17/08/2009

To

1. All Administrative Secretaries Govt. of NWFP.
2. The Secretary to Governor NWFP, Peshawar.
3. The Military Secretary to Governor, NWFP Peshawar.
4. The Secretary to Chief Minister, NWFP C.M Secretariat.
5. All Heads of Attached Departments in NWFP.
6. The Registrar Peshawar High Court, Peshawar.
7. All DCO's/ All Political Agents/ District & Session Judges in NWFP.
8. The Chairman Service Tribunal NWFP, Peshawar.
9. The Chairman Public Service Commission NWFP, Peshawar.
10. The Secretary Board of Revenue, NWFP.

Subject: **MEDICAL FACILITIES TO RETIRED CIVIL SERVANTS.**

Dear Sir,

I am directed to refer to the subject noted above and to state that in partial modification of this department letter No. SOSR-III/FD/8-40/2003 dated 7/5/2008, it has been decided that the procedure for re-imbursement of medical charges to retired civil

servants/their spouses with regard to the diseases mentioned in above referred letter, would be as under: -

- a. The responsibility for execution/management of the scheme is assigned to the respective Administrative Secretaries/Departments as is being practiced in cases of serving Government Servants, whereas the same facility at District level will be under the supervision of DCO concerned.
 - b. The concerned Administrative Departments/Departmental Heads/D.C.Os would process the claims for medical re-imbusement charges of retired government servants in accordance with the powers delegated to them under the NWFP Delegation of Powers and the Powers of Re-Appropriation Rules 2001.
 - c. Finance Department would allocate necessary funds for meeting the claims of retired employees.
2. It has further been decided that the cases of re-imbusement of the medical charges in respect of the retired civil servants (and their spouses) belonging to the PCS(SG), PCS(EG) and PMS would be processed/disposed by the Administration Department, Govt. of NWFP.

Yours faithfully,

(MASOOD AHMED).
ADDITIONAL SECRETARY (REGULATION).

Endrs: of Even No & Date:

Copy forwarded for information to:-

- i. The Accountant General NWFP, Peshawar.
- ii. All Districts & Agency Account Officers in NWFP.
- iii. The Treasury Officer Peshawar.
- iv. The Secretaries, Finance Department's, Govt. of the Punjab, Sindh and Baluchistan.

(MOHAMMAD DAUD SHAH).
DEPUTY SECRETARY (REG-I).

Endrs: of Even No & Date:

Copy forwarded to:-

1. PS to Secretary Finance NWFP.
2. PS to Special Secretary Finance Department NWFP.

3. PSs/PAs to All Additional Secretaries/Deputy Secretaries Finance Department.
4. All Section Officers/Budget Officers Finance Department NWFP.

SECTION OFFICER (SR-III).

The above mentioned documents will be presented to Incharge Benevolent Fund, who after scrutiny will return the pass book to the claimant the next day alongwith payment in the form of open cheque.

- 9- Incharge Office of the Benevolent fund Cell Administration Department is authorized upto payment of **Rs. 20,000/-** per patient whereas Incharge District Benevolent Fund is authorized for payment upto **Rs. 10,000/- per** patient. The claims above **Rs. 10,000/-** will be referred to Benevolent Cell, Administration Department for necessary action.
- 10- A retired Civil Servant (Pensioner), spouse and dependant Children are entitled to the said facility.
- 11- Secretary Administration is authorized Officer for approval of Medical reimbursement upto **Rs. 100,000/-**. The claim exceeding **Rs. 100,000/-** will be referred to Standing Medical Board for necessary action.
- 12- The Finance Department will release **Rs. 10.00 million** in the first instance, to Provincial Benevolent fund Cell and **Rs. 1.00 million** to each District. As such the total amount to be released will be **Rs. 34.00 million**, to be raised to **Rs. 50.00 million** in the next year. In the subsequent years the said amounts would be released as per requirement.
- 13- The said amount when released will be placed in the imprest account.
- 14- Administrative Secretaries and DCOs will be responsible to look after this facility against any misuse. Health, Finance and Administration (Benevolent Fund) Departments will work out audit / pre- audit modalities of the said facility.
- 15- Government Servants (Medical Attendance) Rules 1959 would be amended as and when required.
- 16- The above facility will be effective from 1st July 2007.

(Usman Gul)
Additional Secretary (Reg)
Finance Department.

Endrs: of Even No & Date:

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(Sajjad Ahmad)
Deputy Secretary (Reg-I)
Finance Department

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(Raees Khan Afridi)
Section Officer (SR-III),
Finance Department

**GOVERNMENT OF NWFP
FINANCE DEPARTMENT**

No. SOSR-III/FD/8-40/2009VOL-III
Dated Peshawar the, 20/01/2010

1. All Administrative Secretaries Govt. of NWFP.
2. The Secretary to Governor NWFP, Peshawar.
3. The Military Secretary to Governor, NWFP Peshawar.
4. The Secretary to Chief Minister, NWFP C.M Secretariat.
5. All Heads of Attached Departments in NWFP.
6. The Registrar Peshawar High Court, Peshawar.
7. All DCO's/ All Political Agents/ District & Session Judges in NWFP.
8. The Chairman Service Tribunal NWFP, Peshawar.
9. The Chairman Public Service Commission NWFP, Peshawar.
10. The Secretary Board of Revenue, NWFP.

Subject: **REIMBURSEMENT OF EXPENDITURE INCURRED BY
RETIRED CIVIL SERVANTS ON THE TREATMENT OF
CERTAIN DISEASES**

Dear Sir,

I am directed to refer to Finance Department letter No. SOSR-III/FD/8-40/2003/Vol-III dated 07-05-2008, and of even number dated 17-08-2009, on the above referred subject, and to state that to clarify some points and to streamline payment procedure, the following instructions are issued.

Entitlement

2 Retired Civil Servants of the Government of NWFP, their spouses and dependent children, as defined in the NWFP Civil Servants Pension Rules & Orders 2006, shall be entitled to reimbursement of expenditure incurred by them on the treatment of the following diseases:

- a) Diseases of the heart
- b) Cancer of any kind
- c) Hepatitis
- d) Kidney diseases requiring dialysis.
- e) Diabetes
- f) Hypertension

Expenditure incurred for the purchase of medicines and for all kinds of tests, including radiological and imaging, shall be reimbursed in accordance with the prescribed procedure.

Allocation of Funds

3 Based on actual re-imburements made since the facility was introduced in May 2008, and the expected increase in it, Finance Department will make allocations for the purpose for authorized departments/offices. Amount released against these allocations, to be kept in an imprest account, will not be utilized for any purpose other than for the re-imburement of expenditure incurred by retired civil servants on the treatment of above mentioned diseases.

(Continued Page 2)

Procedure for Re-imburement

4 Claim for re-imburement of expenditure will be submitted through a bill in the prescribed format, supported with the following:

- a) Prescription of doctor, duly verified by the Authorized Medical Officer of a Government Hospital
- b) Cash Memo for the incurred expenditure.
- c) Pension Book.

Bill will be received by the nominated officer of the concerned department/office, who, after verification of the claimants identity, will (a) return the pension book to the claimant/authorized person, (b) assign a serial number to the claim, and (c) indicate a date on which payment will be made, so as to facilitate its collection by the claimant/authorized person. All payments will be made through cheques, **crossed in the name of claimant**. Claims in excess of Rs. 100000 (one hundred thousand) will be referred to Standing Medical Board for approval before payment is made.

Authorized Officers

5 As already notified, the following officers are authorized, and be responsible, for making re-imburements to retired civil servants in the same manner as is being done in the case of serving Government servants and, accordance with the financial powers delegated to them under the Financial Rules and the Powers of Re-Appropriation Rules, 2001.

- a) Administrative Secretaries, in respect of employees of their respective departments.
- b) Heads of Attached Departments, in respect of employees of their respective attached departments.
- c) District Coordination Officers, in respect of employees of their respective districts and devolved departments.
- d) Administration Department, in respect of retired civil servants (including their spouses and dependent children) belonging to the PCS(SG), PCS(EG) and PMS.

Supervision and Audit

6 While approving claims for re-imburement, authorized officers will ensure that the facility is not misused, and Finance Department will notify procedure for the audit of payments made as such.

7 Government Servants (Medical Attendance) Rules 1959 stand amended to the extent mentioned above.

8 Cases processed and payments made in accordance with the instructions issued through Finance Department letters referred to in Para-1 above shall be deemed to have been validly processed and payments made validly.

Yours faithfully,

(MASOOD AHMED).
Additional Secretary (Reg)

Endrs: of Even No & Date:

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- ii. All Districts & Agency Account Officers in NWFP.
- iii. The Treasury Officer Peshawar.
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(MOHAMMAD IQBAL).

Deputy Secretary (Reg-I).

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SECTION OFFICER (SR-III).