

# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/N/68

Dated : 06.03.2018

## NOTIFICATION

Sub: **Reimbursement of Medical Bills as per the Medical Claim Policy of the University.**

In suppression of notification no. IKGPTU/REG/N/1292 dated 11.07.2016, it is re-notified that the Medical Bills submitted by the employees of IKGPTU will be reimbursed as per actual expenditure in case of hospitalization and SOPs adopted by Finance Office as under:

- (i) A minimum of 24 hours indoor hospitalization is necessary for eligibility of indoor medical expenses.
- (ii) HR Department shall process the request for advance upto 75% of the estimated expenditure by the claimant employee for treatment which must be recommended by the concerned doctor/hospital and forward to the Department of Finance & Accounts.
- (iii) The claimant shall fill the form 26 and get it verified, signed and stamped by the concerned doctor/hospital along-with other necessary documents. After that the form will be submitted to HR Department.
- (iv) HR Department shall forward the claim to the doctor empanelled by the University.
- (v) The doctor shall be paid Rs. 2000/- for verification of bills @ Rs. 200/- per bill as already approved by the Vice-Chancellor.
- (vi) HR shall forward the bills with deduction/clearance of bills as received from Medical Officer to Finance Officer.
- (vii) The Department of Finance & Accounts will check the calculations of the bills, budgetary provisions and as per the applicable schemes/rules of the University.

  
(Dr. Amanpreet Singh)  
Registrar

Endst. No. IKGPTU/Reg/N/69-72

Dated: 06.03.2018

A copy is forwarded to the following officers for information and necessary action please.

1. OSD to VC: For information of Vice Chancellor, IKGPTU
2. All HoDs (Teaching and Non-Teaching)
- ✓ 3. DR (ITS): For upload on website
4. DR (HRD)

  
(Dr. Amanpreet Singh)  
Registrar