



भाकृअनुप-केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड़ - 671124, केरल, भारत



ICAR-Central Plantation Crops Research Institute
Kasaragod - 671124, Kerala, India
(An ISO 9001:2015 Certified Institution)



F.No.21(1)5/RS/RC-2020-Bills

Dated 20.08.2025

CIRCULAR

Subject: Adherence to Government of India Guidelines for Medical Treatment and Submission of Medical Reimbursement Claims under the Medical Attendance (MA) Rules

The Government of India has extended the facility of medical reimbursement to its employees and their eligible family members under the provisions of the Medical Attendance (MA) Rules. This facility is intended to ensure timely and quality medical care while maintaining accountability and adherence to prescribed norms.

It has been observed that some employees of this Institute are not strictly following the prescribed procedures and guidelines issued by the Government of India in connection with medical treatment and the submission of medical reimbursement bills, thereby increasing the processing time in administration as well as Audit and Accounts section resulting in delaying the payment.

In this regard, all employees are hereby instructed to strictly follow the CS (MA) Rules and adhere to the instructions and guidelines issued by the Government of India while taking treatment.

The following points may be complied while submitting the bill for reimbursement

1. Obtaining treatment from recognized hospitals as per the approved list, unless in cases of emergency or as otherwise permitted under the rules.
2. Proper documentation and submission of valid medical bills, prescriptions, and discharge summaries etc.
3. Adherence to prescribed timelines and formats for submission of medical reimbursement claims.
4. In cases of treatment from non-recognized hospitals, prior approval and justifiable reasons as per MA rules must be provided.
5. Any deviation from the rules may lead to rejection of the reimbursement claim and may invite further administrative action.

All concerned are advised to familiarize themselves with the relevant provisions of the CS (MA) Rules and ensure full compliance.

This is issued with the approval of the Competent Authority.

Senior Administrative Officer

Distribution:

- 01 All HoDs/The Project Coordinator (Palm)/, ICAR-CPCRI, Kasaragod
- 02 The Scientist-in-charge (Farm), ICAR-CPCRI, Kasaragod
- 03 The Finance and Accounts Office, ICAR-CPCRI, Kasaragod
- 04 The Head, CPCRI Regional Station, Kayamkulam/Vittal
- 05 The Scientist-in-charge, CPCRI Research Centre, Kidu/Mohitnagar/Kahikuchi
- 06 The Head, KVK, Kasaragod/Kayamkulam
- 07 The Administrator (E-office), ICAR-CPCRI, Kasaragod for uploading on e-office notice board
- 08 PPS to Director/RTI&APAR Cell/PME Cell/Library/AKMU, ICAR-CPCRI, Kasaragod