



MEDICAL REIMBURSEMENT ONLINE (ABOVE RS.50000/-)

ది.01-01-2022 నుండి EHS PORTAL నందు చేయుటపై - వివరణ

కూర్పు: శ్రీ డి.దేవరత్నం స్కూలు అసిస్టెంట్(లెక్కలు) శ్రీ షేక్ మహమ్మద్ రఫీ, సె.గ్రే.టి.
 జిల్లా పరిషత్ ఉన్నత పాఠశాల,బ్రాహ్మణపల్లి మం.ప.ప్రా.పాఠశాల(సీతారాంపురంతండా)
 పిడుగురాళ్ళ మం.,గుంటూరు జిల్లా.9949407437. పిడుగురాళ్ళ-522413,గుంటూరు జిల్లా.9290794844

గౌరవనీయులైన డి.డి.ఓ.లకు / సంఘ ప్రతినిధులకు / ఉపాధ్యాయులకు

Rc.No.ESE02-24021/11/2021-MDCL-CSE Dt.16/12/2021 of CSEAP వారి వారి ఉత్తర్వులు ప్రకారంగా సర్వీసు రెగ్యులర్ ఉపాధ్యాయులు & ఉపాధ్యాయేతర సిబ్బంది యొక్క వైద్యఖర్చులు రూ:50000/- పై ఐన వారు మెడికలు రియంబర్సుమెంటు ప్రతిపాదనలు అన్లైన్ నందు **CSE PORTAL** నుండి కాకుండా **EHS PORTAL** లో మాత్రమే ది. 01-01-2022 నుండి సమర్పించవలసినదిగా సంబంధిత డి.డి.ఓ / ట్రెజరీ వారికి ఆదేశాలు జారీ చేసియున్నారు.

EHS PORTAL (Dr.YSR Aarogyasri Health Care Trust-AHCT) లో అన్లైన్ చేయు విధానము:

1) మనము రెగ్యులర్ గా **Health Cards** డౌన్లోడ్ మరియు వాటి నందు మార్పు,చేర్పులు చేసుకొనే <http://www.ehs.ap.gov.in> వెబ్‌సైట్‌ను ఓపెన్ చేసి **Registrations** అనే దానిని క్లిక్ చేయగా వచ్చేటువంటి అప్షన్‌లోని **Initiate Medical Reimbursement** అప్షన్ ఎంచుకొని మెడికలు రియంబర్సుమెంటుకు చెందిన పూర్తి వివరాలు నమోదు చేసి క్రింద తెలుపబడిన డాక్యుమెంట్లు నిబంధనలు ప్రకారంగా అప్‌లోడ్ చేయగా **INITIATE** అనే అప్షన్ వస్తుంది. దీనిని క్లిక్ చేయగా ఒక రిఫరెన్సు నెంబరు జనరేట్ అయి సంబంధిత డి.డి.ఓ.లాగిన్ లోకి ఉద్యోగి యొక్క మెడికలు రియంబర్సుమెంటు ప్రతిపాదనలను బదిలీ కాబడును.

- 1) Photo of the Patient, 2) Appendix-II 3) Non-Drawal Certificate 4) Emergency Certificate, 5) Essentiality Certificate 6) I.P Bills 7) Discharge Summary 8) Consolidation Bill 9) Declarations (Employee / DDO) 10) Referral Hospital Copy 11) Other Relevant Medical Reports 12)Others 13) DDO Covering Letter / Employee Requisition and Others 14) Aadhar Cards 15) Bank Pass Book 16) Dependent Certificate and If any Required Documents

2) తదుపరిచర్యగా డి.డి.ఓ.లు వారి యొక్క లాగిన్‌ను ఓపెన్‌చేసి సంబంధిత ఉద్యోగి ప్రతిపాదనలను పరిశీలించి డి.డి.ఓ.గారి డిక్లరేషన్ అప్‌లోడ్ చేసి ఓకే చేయవలెను. ఏమైనా ప్రతిపాదనలలో పొరపాటు వుంటే రిజక్ట్ చేయబడును. ఉద్యోగి ప్రతిపాదనల నందు జరిగిన పొరపాట్లను సవరించి తిరిగి డి.డి.ఓ. గారికి పంపు కొనవలెను.

గమనిక:బదిలీ/పదాన్వతి పొందిన చాలామంది ఇంకనూ పాత డిడిఓ లాగిన్‌లోనే వున్నారు. ఇప్పటికైనా అటువంటి వారు వెంటనే ఏ డిడిఓ పరిధిలో పనిచేసే వారు తప్పకుండా సంబంధిత డిడిఓ పరిధిలోకి వచ్చే విధంగా మరియు ఆధార పడిన కుటుంబ సభ్యులను తప్పనిసరిగా **EHS** లో నమోదు చేసుకొన వలెను. లేకుంటే క్లెయిమ్ వీలు కాదు.

3) సంబంధిత ఉద్యోగి రియంబర్సుమెంటు ఏ,ఏ స్థాయిలలో వున్నది అనే విషయాన్ని <http://www.ehs.ap.gov.in> వెబ్‌సైట్‌ను ఓపెన్ చేసి **Registrations** అనే దానిని క్లిక్ చేయగా వచ్చేటువంటి **Medical Reimbursement Claim Track** అప్షన్ ద్వారా గాని **Dr.YSR Aarogyasri Health Care Trust** వెబ్‌సైట్ లోని **Medical Reimbursement Status** అప్షన్ ద్వారా గాని ఎప్పటికప్పుడు చూచుకొని అవసరమైన తగుచర్యలను తీసుకొనవలెను.

గమనిక:దీనికి చెందిన అన్ని ప్రపోజల్ డాక్యుమెంట్స్ www.palnadu.stuap.org website నందు కలవు.

**INFORMATION FOR MEDICAL REIMBURSEMENT ONLINE PROPOSAL
IN Dr.YSR AROGYASRI HEALTH CARE TRUST –AHCT (EHS PORTAL)**

(Vide Proc.Rc.No.ESE02-24021/11/2021-MDCL-CSE Dt.16/12/2021 of CSEAP wef 1-1-2022)

****EMPLOYEE DETAILS:**

Employee Type:_____ Employee Treasury ID:_____
Name:_____ E-Mail:_____
Mobile NO:_____ Employee Desgn:_____

****ADDRESS DETAILS:**

1) Residential Address: House NO.:_____ Street:_____
State:_____ District:_____ Vilalge:_____
2) Office Address: House NO.:_____ Street:_____
State:_____ District:_____ Vilalge:_____

****EMPLOYEE PAY DETAILS:**

Pay Source:_____ PRC:_____ Basic Pay:_____
D.A Rs._____ PP Rs._____ HRA Rs._____ TOTAL Rs._____

****TREATMENT DETAILS:**

Treatment for:_____ Patient Gender:_____
Patient Name:_____ Patient DOB:_____
Age:_____ Relation with Employee:_____
Is Hyper Tension: Yes / NO Patient Type: IP / OP Is Diabetic Yes / No
Date of Admission:_____ Date of Discharge:_____
Total Amount Claimed:Rs._____ Hospital State:_____ District:_____
Hospital Name&Location:_____

****CLAIME REIMBURSEMENT ATTACHMENTS:**

1. Photo of the Patient
2. Appendix-II
3. Non-Drawal Certificate
4. Emergency Certificate
5. Essentiality Certificate
6. IP Bill
7. Discharge Summary
8. Consolidate Bills
9. Declaration
10. Referral Hospital Copy
11. Other Relevant Med.Reports
12. Others Documets
13. DDO Covering Letter & Employee Requisition Letter
- 14) Dependent Certificate
15. Aadhar Cards
- 16) Bank Pass Book If any Required Documents.

Note: Maximum Size of Attachments Allowed is 500kb and Attached Type(PDF,JPG or JPEG) are allowed.

STUAP

**REQUIRED INFORMATION&DOCUMENTS FOR MEDICAL REIMBURSEMENT CLAIME
IN CSEAP FOR PENSIONERS ONLY (SERVICE/FAMILY)**

**** PERSONEL DETAILS ****

PPO ID: _____ Name of the Employee: _____
Gender: _____ Date of Birth: _____ Designation: _____ Mobile: _____
Aadhar No. _____ ATO/STO/PAO Name: _____ PPO No. _____

**** EMPLOYEE ADDRESS DETAILS ****

House No: _____ Street Name: _____ District: _____
Mandal: _____ Village: _____ Pin Code: _____
School Name: _____

**** BANK DETAILS ****

Bank Name: _____ Bank Branch: _____ IFSC Code: _____
A/C. No.: _____ A/c. Holder Name: _____

**** PATIENT DETAILS ****

Relation Ship with Employee: _____ Name of the Patient: _____
Patient Date of Birth _____ Patient Gender: _____ In-Patient No. _____
Nature of Disease: _____
Date of Admission: _____ Date of Discharge: _____ In case of Death, During Treatment : Yes /No
Total Amount: Rs. _____/- Is Hypertensive: _____ Is Diabetic: _____

**** HOSPITAL DETAILS ****

Hospital District Name: _____ Hospital Name: _____
_____ Date of Recognition From _____ To _____
IP Bill No. _____ Bill Date: _____

**** UPLOAD DOCUMENTS ****

- 1) Discharge Summary, 2) Essentiality Certificate, 3) Emergency Certificate, 4) PPO Copies
- 5) Non-Drawal Certificate 6) Referral Hospital Copy, 7) Consolidate Bills, 8) Appendix-II
- 9) Employee & DDO Declaration Forms, 10) Other Relevant Documents (Proof in Support of Claime)
- 11) Other Documents (Proof in Support of Claime) 12) Upload IP Bill Documents
- 13)Aadhar Cards, 14) Bank Pass Book 15) Pensioner ID Card 16) If Required Documents

సర్వీసు / ఫ్యామిలీ పెన్షనర్స్ మాత్రమే తప్పకుండా CSEAP వెబ్ సైట్ నందు పాఠశాల యొక్క డైన్ కోడ్ ద్వారా లాగిన్ అయి మాత్రమే అన్ లైన్ చేయవలెను
(Note: Maximum Size of Attachments Allowed PDF Size 6 KB to 1 MB)

**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION
IBRAHIMPATNAM, AMRAVATHI, ANDHRA PRADESH
Present: S. Suresh Kumar IAS.,**

Proc.Rc.No. ESE02-26/1/2022-MDCL-CSE

Dated:16/09/2022

Sub:- School Education - Medical Attendance - Medical Reimbursement Proposals of Retired teachers to upload the bills through Online - Certain Instructions - issued- Regarding.

Read: 1. This office Proc.Rc.No.222/MB-3/Online/2015 Dt:06/07/2017.
- 2. This office Proc.Rc.No.222/MB-3/Online/2015 Dt:07/02/2018.
3. This office Proc.Rc.No.222/MB-3/Online/2015 Dt:12/06/2019.

All the Regional Joint Directors of School Education and District Educational Officers in the State are here by informed that some of the Drawing and Disbursing Officers i.e. Deputy Educational Officers, Mandal Educational Officers and Head Masters in the state are submitting the medical reimbursement bills of the retired teachers through offline without uploading in Online portal i.e. **cse.ap.gov.in**.

www.andhrateachers.in

Therefore, all the Regional Joint Directors of School Education and District Educational Officers in the State are informed that to issue instructions to the Drawing and Disbursing Officers i.e. Deputy Educational Officers, Mandal Educational Officers and Head Masters in the state to submit the Medical Reimbursement Proposals of retired teachers through online only i.e. in **cse.ap.gov.in**. Hence they are informed that not to submit the offline bills after **10/09/2022**. Manually submitted proposals are not acceptable (Except NIMS/SVIMS hospital treatment).

S Suresh Kumar

Commissioner of School Education

To
All the Regional Joint Directors of School Education in the State.
All the District Educational Officers in the State.
Copy to CSE Peshi

**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION
ANDHRA PRADESH:AMARAVATI
Present:: Sri S.SureshKumar,I.A.S**

Rc.No.ESE02-24021/11/2021-MDCL-CSE

Dt: 16/12/2021

Sub:	School Education- Medical Reimbursement Proposal in respect of Service Teachers & Non-Teaching pertaining to School Education Department - Migration of services from CSE Portal to Dr.Y.S.R Arogyasri Health Care Trust (EHS Portal) - Instructions - Issued-Reg.
Ref:	1) Email id 09.11.2021 from Dr.Y.S.R Arogyasri Health Care Trust, Chinakakani,Manglagiri. 2) Letter from the Chief Executive Officer, YSR Trust Dated 08-11-2021. 3) Letter to YSR Trust dated 16/12/2021

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All the Regional Joint Directors of School Education and District Educational Officers in the state are informed that, vide reference 2nd cited, it is proposed to migrate the Medical Reimbursement services from School Education Online services to Dr.Y.S.R Arogyasri Health Care Trust(EHS portal), Govt. of A.P. in respect of in Service Teachers and Non-teaching pertaining to School Education Department with effect from **01.01.2022**.

Therefore, all the Regional Joint Directors of School Education and District Educational Officers in the state are requested to submit the Medical Reimbursement Proposals of in service teachers in EHS portal instead of cse portal w.e.f 01.01.2022. Detailed user manual communicated by the YSR Arogyasri Health Care Trust for submitting the proposals in EHS portal is herewith enclosed.

The RJDSSES/ DEOs shall communicate the proceedings to all the DDOs/ /DTOs/ATOs/ STOs etc. along with all the filed functionaries.

The procedure for retired employees will be as usual, they have to use the existing procedure i.e continuing the services in CSE portal itself.

S Suresh Kumar

COMMISSIONER OF SCHOOL EDUCATION

To

All the Regional Joint Directors of School Education, in the state of A.P for necessary action.

All the District Educational Officers in the state of A.P for necessary action.

Copy to ITCELL for necessary

Copy to the CEO, APCFSS for necessary action.

Copy to the all the STOs through the DEOs concerned.

GSR INFO - www.gsrmaths.in

PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION, ANDHRAPRADESH,
IBRAHIMPATNAM, VIJAYAWADA, AMARAVATHI
Present:: K.Sandhya Rani.,I..Po.S.

R.C.No.222/(MB-3)/Online/2015

Dated: 07/02/2018

Sub:- A.P. School Education - Medical Attendance-Medical Reimbursement proposals of retired/teaching/non-teaching employees Sending by the Online - Certain Instructions – Issued - Regarding.

Read:- This office Proceedings Rc.No.222/(MB3)/Online/2015, Dated 06/07/2017.

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All the Regional Joint Directors of School Education and District Educational Officers in the State are here by informed that some of the Drawing and Disbursing Officers i.e. Mandal Educational Officers, Head Masters are sending the medical reimbursement bills of the teachers after uploading the bills in Online system. Actually DDO is the custodian for the ORIGINAL BILLS i.e. hard copies. (DDO Declaration enclosed)

GSRMATHS.in

And also informed that RETIRED teaching/non teaching employs of medical reimbursement bills also submitting through online only. Already passwords, logins and instructions are issued by this office. Now therefore once again strictly instructed to upload the medical proposals through online only for the Retired Teachers /Non Teaching employees of this department. Manually submitted proposals are not acceptable (Except NIMS/SVIMS hospital treatment).

Therefore all the RJDSEs and DEOs are requested to issued clear instructions under their controlling officers i.e. DDOs in the matter and the ORIGINAL medical bills will not be accepted at O/o the Commissioner of School Education after **28.02.2018** including RETIRED TEACHING / NON TEACHING EMPLOYEES ALSO.


For Commissioner of School Education
7/2/18

To

All the Regional Joint Directors of School Education in the State.

All the District Educational Officers in the State.

Government of Andhra Pradesh
Dr.NTR Vaidya Seva Trust

From
Dr.A.Ravi Shankar, I.P.S
Chief Executive Officer,
Dr.NTR Vaidya Seva Trust,
Chuttugnta, Guntur.

To
The Pensioners,
State Government Pensioners Association,
Pension Home, Taluk Office Compound,
Guntur-522002.

Lr No. Dr. NTRVST/MR-05/2017 , Dt: 23.09.2017

Madam/Sir,

Sub: Dr. NTR Vaidya Seva Trust - Exemption of pensioners from
sending Medical Reimbursement bills through online – Reg.
Ref: Representation from State Government Pensioners
Association Guntur, Dated: 11.09.2017.

It is to inform you that, The State Government Pensioners association
Guntur, has represented the Chief Executive Officer, Dr.NTR Vaidya Seva Trust
to exempt them from sending the Medical Reimbursement bills through online.
Since, many number of Pensioners felt, sending bills through online become
troublesome and they are unaware of computer knowledge.

The Chief Executive Officer, Dr.NTR Vaidya Seva Trust, after carefull
examination of their representation agreed to exempt the pensioners from sending
their bills through online and they can send their bills in the conventional method
of sending physical files to the Trust.

The Medical Reimbursement bills of the pensioners and their dependents
coming through their respective HOD's will be scrutinized and sanctioned in a
shortest possible time.

Yours faithfully,

Chief Executive Officer

Copy communicated to all the Presidents / General Secretaries of all the District Branches of
State Government Pensioners Association in the State for information and to bring to the notice of the
Taluk / Mandal units in their Districts.

(K. Someswara Rao) 28/9/17
President

To,
All the Presidents / General Secretaries of the District branches in the State
Copy to all the State Office bearers

PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION
ANDHRA PRADESH, IBRAHIMPATNAM, VIJAYAWADA, AMARAVATHI.

Present : : K. SANDHYA RANI I.Po.S.

Rc.No.222/MB-3/Online/2015

Dated:06/07/2017.

Sub:-School Education Department-Implementation of Online uploading of Medical Reimbursement Proposals who are applied medical reimbursement-Must apply in "cse.ap.gov.in"- Certain instructions issued - Regarding.

Ref.- Preparation for online application at APONLINE service in CSE Web site.

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All the Regional Joint Director of School Education and District Educational Officers in the Andhra Pradesh State are informed that it is decided that the Medical Reimbursement bills above Rs.50,000/- of MEO/Head Master/ Teaching/Non Teaching staff Retired and who are in Service through concerned forwarding authority to this office through online only and no manual and written Medical proposals shall be submitted hereafter.

In this context all the Regional Joint Director of School Education and District Educational Officers in the Andhra Pradesh State are informed to up-load the Medical bills online in "cse.ap.gov.in" through login facility provided the forwarding authority i.e DDOs (DEO Non Teaching retired Staff Only)/Dy.E.O/MEO/Head Master duly scanning the following documents(User id.=School Udise code/Password=Available in DDOs).

1. Application form for data Sheet (uploading).
2. Covering letter of DDO (DEO Non Teaching Staff Only)/Dy E.O /MEO/Head Master.
(Model letter here with enclosed)
3. Appendix-ii.
4. Check list.
5. Availment Certificate.
4. Emergency Certificate.
5. Essentiality Certificate.
6. Discharge Summery.
7. Non Drawl Certificate.
8. **Dependent** Certificate(if treatment taken on dependents).
9. Final bill Abstract (Total claimed amount should be in the final bill).
10. Pension Payment Order (in case of Retired employees).
11. Death certificate(if patient death).
- 12.Family members certificate(if employee death).
- 13.Declaration of the DDO(DEO Non Teaching retired Staff Only)/Dy.E.O/MEO/Head Master)
(Model letter here with enclosed)
- 14.The DDO must stamped "Verified and found Correct" in all original bill before the submission of Online.
- 15.The all DDOs are instructed don't apply with Xerox bills/colour Xerox/fabricated bills/duplicated bills. If any deviation in this case they will be personally held responsible for the same above.

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In view of the above, all the Regional Joint Director of School Education and District Educational Officers are requested to issue clear instructions to the forwarding authority under their control in the matter w.e.t.10/07/2017. And also for not upload the incomplete medical proposals. The password was already issued by the Andhra Pradesh Online authorities is to the concerned officers for uploading the Medical Bills. All the returned proposals also be resubmitted through online.

All above mentioned documents are to be verified, to confirm their Genuiness, then upload scanned proposals and submit to the concerned authority and issue instructions to all the concerned DDOs that Medical bills submitted manually will not be accepted on or after **10/07/2017** for the proposals. The Medical Bills Proposals submission only online and no need to submit original bills/ manual bills/Xerox bills in this office.

Encl: Proforma & Certificate copy

Sd/-K. SANDHYA RANI
Commissioner of school Education

To

The Regional Joint Director of School Education in Andhra Pradesh State.

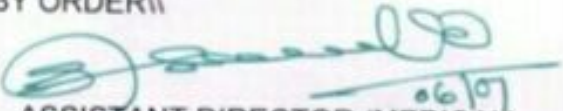
The District Educational Officers in the State.

Copy to the Director Andhra Pradesh Online authorities for information and necessary action.

Copy to the IT Cell of this office for information.

Copy to CEO, NTR Vaidya Seva, Chuttugunta, Guntur for favour of information

//FORWARDED BY ORDER\\


ASSISTANT DIRECTOR (MEDICAL)
06/07


6/7/17

PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION
ANDHRA PRADESH, IBRAHIMPATNAM, VIJAYAWADA, AMARAVATHI.

Present : : K. SANDHYA RANI I.Po.S.,

Rc.No.222/MB-3/Online/2015

Dated:31 /01/2017.

Sub:-School Education Department-Implementation of Online uploading of Medical Reimbursement Proposals who are Discharged from 01/02/2017 in "cse.ap.gov.in" – Certain instructions issued – Regarding.

Ref:- Preparation for online application at APONLINE service in CSE Web site.
% % %

All the Regional Joint Director of School Education and District Educational Officers in the Andhra Pradesh State are informed that it is decided that the Medical Reimbursement bills above Rs.50,000/- of MEO/Head Master/ Teacher/non teaching staff Retired and who are in Service through concerned forwarding authority to this office through online only and no manual and written Medical proposals shall be submitted hereafter.

In this context all the Regional Joint Director of School Education and District Educational Officers in the Andhra Pradesh State are informed to up-load the Medical bills online in the incumbents who are Discharged from 01/02/2017 in "cse.ap.gov.in" through login facility provided the forwarding authority i.e DEO (Non Teaching Staff Only)/Dy.E.O/MPDO/MEO/Head Master duly scanning the following documents.

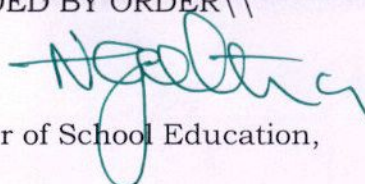
1. Application form for data Sheet (uploading).
2. Covering letter of DEO (Non Teaching Staff Only)/Dy.E.O/MPDO/MEO/Head Master.
3. Appendix-ii.
4. Check list.
5. Availment Certificate.
4. Emergency Certificate.
5. Essentiality Certificate.
6. Discharge Summery.
7. Non Drawal Certificate.
8. Dependent certificate(if treatment taken on dependents).
9. Final bill Abstract (Total claimed amount should be in the final bill).
10. Pension Payment Order (in case of Retired employees).
11. Death certificate.(if patient death).
- 12.Family members certificate(if employee death).

In view of the above, all the Regional Joint Director of School Education and District Educational Officers are requested to issue clear instructions to the forwarding authority under their control in the matter. And also for not upload the incomplete medical proposals. The password was already issued by the Andhra Pradesh Online authorities is to the concerned officers for uploading the Medical Bills.

All above mentioned documents are to be verified, to confirm their genuineness, then up-load scanned proposals and submit to the concerned authority and issue instructions to all the concerned that Medical bills submitted manually will not be accepted for the proposals who are Discharged from 01/02/2017 and online submission only to be ensured.

Sd/- K.SANDHYA RANI
Commissioner of school Education

//FORWARDED BY ORDER\\


For Commissioner of School Education,

To
The Regional Joint Director of School Education in Andhra Pradesh State.
The District Educational Officers in the State.
Copy to the Director Andhra Pradesh Online authorities for information and necessary action.
Copy to the IT Cell of this office for information.