

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.

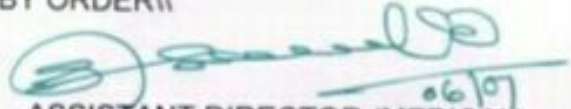
The District Educational Officers in the State.

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