



Tea Board
14, Biplabi Trailokya Maharaj Sarani,
Kolkata-700 001


Dated: 26.11.2018

OFFICE MEMORANDUM NO. 118/2018

The undersigned is directed to state that the Executive Committee/Board in its meeting held in Kolkata on 26.09.2018 has approved the proposal towards simplification of the procedures for reimbursement of medical expenses in respect of outdoor treatment of Board's officials and their dependents w.e.f. 01.10.2018 keeping the existing ceiling limit of Rs. 25,000/- per financial year per official including their dependents as under :-

Present system/procedure		Revised system/procedure	
1.	Proof of payment through electronic payment mode is required for submission against the bills for medicine and pathological charges for above Rs. 1,000/- ;	1.	Henceforth no proof of payment of Rs. 1000/- through electronic mode is required ;
2.	All bills for medicine and pathological charges are required for certification/countersignature of the concerned attending physician ;	2.	Only Certificate-A needs certification by the consulting physician. Other bills only required self certification ;
3.	Copy of prescription, duly verified by senior officers is considered for settlement ;	3.	Restricted only for prolonged treatment for one month or more otherwise, the prescription has to be submitted in original ;

The other terms and conditions towards settlement of outdoor medical bills as notified earlier from time to time will, however, remain unchanged until further order in this regard.


(S. Soundararajan)
Secretary (I/C)

Distribution :-

1.	All officers of the Board in HO, Kolkata (excepting Dy. Chairman & Secretary)	
2.	Executive Director, Guwahati & Coonoor	
3.	SO (NWI), DDTD, Siliguri & Palampur	
4.	FA & CAO	
5.	Sr. Accounts Officer	
6.	Secretary to Dy. Chairman, Secretary & FA&CAO	
✓ 7.	IT Cell	With the request to upload in Board's website.
8.	Secretariat Branch	
9.	TBEA/TBWA/TBOA	
10.	Establishment Branch	with spare copies

Ref. File No. 22(1)/Estt/Medical/2017