



केंद्रीय आयुर्वेदीय विज्ञान अनुसन्धान परिषद्

आयुष मंत्रालय, भारत सरकार
जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसन्धान भवन
61-65, साम्प्रदायिक क्षेत्र, सम्मुख 'डी' ब्लॉक, जलकपुरी, नई दिल्ली-110058
CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

Ministry of Ayush, Govt. of India
Jawahar Lal Nehru Bhartiya Chikitsa Evam Homocopathy Anusandhan Bhawan
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Dated:

15 JUN 2026

CIRCULAR

Subject: Implementation of SOP for processing and settlement of medical reimbursement claims of retired employees/pensioners under CCS (Medical Attendance) Rules, 1944.

Please find enclosed a copy of Ministry of Ayush O.M./letter No. L-15013/2/2023-AS (170087) dated 18.05.2026. Accordingly, pending formulation and implementation of an alternative medical scheme for retired employees residing outside Delhi/NCR, it has been decided that all Research Councils under the Ministry shall accept medical reimbursement claims of such retired employees with effect from 14.08.2019 and reimburse the same as per CGHS rates applicable to the nearest CGHS city.

In order to ensure uniform processing and timely settlement of such claims across the Council, a Standard Operating Procedure (SOP) for processing and settlement of medical reimbursement claims of retired employees/pensioners under the CCS (Medical Attendance) Rules, 1944 has been prepared and is enclosed herewith.

All Peripheral Institutes/Centres are requested to implement the directions contained in the Ministry of Ayush O.M./letter dated 18.05.2026 with immediate effect and ensure that medical reimbursement claims of retired employees/pensioners are processed and settled strictly as per the enclosed SOP. All Peripheral Institutes are requested to implement the directions contained in the Ministry of Ayush O.M./letter dated 18.05.2026 and the enclosed SOP with immediate effect, and ensure strict compliance with the prescribed procedure while processing medical reimbursement claims of retired employees/pensioners.

Any clarification required in the matter may be sought from Headquarters.

This issues with the approval of the Competent Authority.

Encl.:

1. Ministry of Ayush O.M./Letter dated 18.05.2026.
2. SOP for processing and settlement of medical reimbursement claims of retired employees/pensioners.

for (Digital Signature) by
RENU RAJAN

(P.T.O)

To

In Charge(s) of all peripheral Institutes for information and compliance

Copy to:-

1. **Ad.O. (Accounts):** For information and necessary action. Funds may be released to the Institutes, as per their requirements/demands, for settlement of medical reimbursement claims of retired employees/pensioners in accordance with the approved SOP.
2. Sh. M.S.P.Panicker, Secretary General, NFPAC, Krishnanjali, Cherukole(PO)Kozhenchery, Pathanamthitta, Kerala- 689650- for information
3. Sh. P.C.K. Antony, General Secretary, CCRAS Pensioners Welfare Association, Potaparambil(H),, Anandapuram. P.O, Thrissur- for information
4. Sh. A.K.Jain, Secretary, REWA, A-136, Prashant Vihar, Delhi-110085- for information
5. Ad.O(Admn.)/ Ad.O(Rectt.)/Ad.)(Cordn.)/Ad.O(Estt./Proj.) - for information
6. PS to DG/DDG/DDA for information
7. IT Section, CCRAS for uploading on the website of CCRAS
8. O.S(Estt.)/O.S(Admn.) for information
9. Office Order/Circular File

for (Director General)

STANDARD OPERATING PROCEDURE (SOP) FOR PROCESSING OF MEDICAL REIMBURSEMENT CLAIMS OF RETIRED EMPLOYEES/PENSIONERS UNDER CCS (MA) RULES, 1944

1. Objective

To ensure uniform implementation of Ministry of Ayush O.M. No. L-15013/2/2023-AS (170087) dated 18.05.2026 regarding processing and settlement of medical reimbursement claims of retired employees/pensioners of the Research Councils under the Ministry of Ayush.

2. Applicability

This SOP shall apply to all retired employees/pensioners of CCRAS and its peripheral Institutes who are eligible for medical reimbursement under the CCS (Medical Attendance) Rules, 1944 and instructions issued by the Government of India from time to time.

3. Submission of Claims

3.1 Retired employees/pensioners shall submit their medical reimbursement claims to the Institute from where they retired.

3.2 The claim shall be submitted in the prescribed format along with the following documents:

- Medical prescriptions/advice.
- Original bills/cash memos.
- Discharge summary, wherever applicable.
- Diagnostic reports and investigation records.
- Emergency certificate, wherever required.
- Copy of PPO.
- Bank account details.

4. Scrutiny of Claims

4.1 The concerned Institute shall scrutinize the claim with reference to:

- Eligibility of the claimant.
- Admissibility under CCS (MA) Rules, 1944.
- Completeness of supporting documents (In original)
- Verification of bills and vouchers (In original)
- Applicability of CGHS package rates.

4.2 Any deficiency noticed shall be communicated to the claimant for rectification.

5. Regulation of Reimbursement

5.1 The claims shall be regulated in accordance with the provisions of the CCS (Medical Attendance) Rules, 1944 and instructions/orders issued by the Government of India in this regard from time to time.

5.2 Reimbursement in respect of treatment at private hospitals empanelled under

CGHS shall be restricted to the applicable CGHS package rates of the nearest CGHS city, wherever such rates are prescribed.

5.3 In cases where CGHS package rates are not available for a particular procedure/treatment, the claim shall be regulated in accordance with the extant Government instructions.

6. Processing and Sanction

6.1 The dealing hand shall examine the claim and prepare the admissibility statement.

6.2 The Accounts Section shall verify the financial admissibility of the claim.

6.3 The competent authority of the Institute shall accord sanction in accordance with the delegated powers.

6.4 A copy of the sanction order along with details of the admissible amount shall be maintained by the Institute for record and monitoring purposes.

7. Release of Funds and Settlement of Claims

7.1 The concerned Institute shall process and sanction the medical reimbursement claims of retired employees/pensioners.

7.2 After sanction of the claim, the Institute shall forward its requirement of funds to CCRAS Headquarters along with the sanction order and details of the admissible claim.

7.3 Funds for settlement of admissible medical reimbursement claims shall be released only by CCRAS Headquarters based on the requirements furnished by the concerned Institute and subject to the availability of budget provisions.

7.4 On receipt of funds from Headquarters, the Institute shall arrange payment to the claimant through electronic transfer and maintain proper records thereof.

7.5 The Institute shall furnish a statement of expenditure/payment to CCRAS Headquarters, whenever called for.

8. Timelines for disposal of Medical Bills

- Entry of the medical claim in the concerned register by the dealing Hand : Within 3 working days of receipt.
- Scrutiny and processing: Within 30 days.
- Submission of fund requirement to Headquarters: Within 7 days of sanction.
- Release of payment after receipt of funds: Within 7 working days.

9. Record Maintenance

The Institute shall maintain proper records of all claims received, sanctioned, rejected and settled, along with supporting documents and payment details.

10. Monitoring

The Institute In-charge shall periodically review pending claims and ensure their timely disposal.

11. Interpretation

Any matter not specifically covered under this SOP shall be governed by the provisions of the CCS (Medical Attendance) Rules, 1944, Ministry of Ayush O.M. No. L-15013/2/2023-AS (170087) dated 18.05.2026 and other instructions issued by the Government of India from time to time.

L-15013/2/2023-AS (170087)

Government of India
Ministry of Ayush
Ayurveda Section

Ayush Bhawan, B-Block
INA, New Delhi-110023

18th May 2026

OFFICE MEMORANDUM

Subject: Reimbursement of Medical Bills of retired employees of Research Councils under the Ministry of Ayush - reg.

The serving employees of Research Councils under the Ministry located in Delhi/NCR are covered under the Central Government Health Scheme (CGHS) for medical facilities and the employees serving outside Delhi/NCR are covered under the Central Services (Medical Attendance) Rules, 1944.

2. In the year 2014-15, CGHS facilities were extended to the retired employees of Research Councils who are residing in Delhi/NCR. However, the said benefit was not extended to the retirees residing outside Delhi/NCR. Consequently, the pensioners of these Autonomous Bodies who are residing outside Delhi/NCR are not covered under any medical scheme after retirement.

3. In order to address various representations received from pensioners in this regard and in line with the orders of the Central Administrative Tribunal (CAT), High Courts and the Supreme Court, the Ministry is exploring the possibility of introducing an alternative medical scheme for retired employees of Research Councils residing outside Delhi/NCR.

4. In the meantime, in compliance of the Order dated 22.12.2023 passed by the Hon'ble Central Administrative Tribunal, Hyderabad Bench in O.A. No. OA/021/29/2023, all the Research Councils under the Ministry are directed to accept the medical bills of the retired employees residing outside Delhi / NCR for reimbursement from 14.08.2019 as per CGHS Rates of the nearest CGHS city till an alternative scheme is brought into effect by the Ministry.

4. The above issues with the approval of the Competent Authority.

Digitally signed by
ABDUL SADIQ KHAN
(Abdul Sadiq Khan)

Under Secretary to the Govt. of India

To

DG/Director - CCRAS / CCRY&N / CCRS / CCRH / CCRUM

Copy to

1. PS to MoS (IC) for Ayush
2. PSO to Secretary (Ayush)
3. PPS/PS to JS (MD) / JS (AD) / SSA (SP)
4. Director (AS) / Joint Director (RC)
5. US (S&U) / US (Y&N) / US (Homeopathy)