



प्रधान मुख्य आयकर आयुक्त का कार्यालय  
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX  
आन्ध्र प्रदेश एवं तेलंगाना / ANDHRA PRADESH & TELANGANA  
दसवीं मंजिल, डी ब्लॉक, आयकर शिखर / 10<sup>th</sup> Floor, D Block, Income tax Towers  
ए सी गार्ड्स, हैदराबाद / A C Guards, Hyderabad.

Tel. 040 - 23425482, Fax. 040 - 23236778, E-mail [hyderabad.ito.hq.welfare@incometax.gov.in](mailto:hyderabad.ito.hq.welfare@incometax.gov.in)

F.No. Pr.CCIT/Addl.CIT(Hq)/ITO(Wel)/CGHS/20-21/1

Dated: 15.07.2020

**OFFICE MEMORANDUM**

Sub: Centralized processing of Medical Bill submitted by officer / officials whose Range offices are located in Hyderabad – Regarding

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With reference to the above the appropriate authority has approved the Centralized processing of Medical Bill of officer / officials whose Range offices are located in Hyderabad and hence forth all such medical bills will be processed by Income Tax Officer (Welfare) in the O/o. Pr CCIT, AP & TS. Accordingly following guidelines are issued for uniformity and faster processing of medical bill.

- All medical bills received by HOD / DDO are to be forwarded to O/o. Pr CCIT, AP & TS within 05(five) working days of receipt of such bill and actual entitlement from submitted bill is to be quantified by concerned cashier and to be certified by DDO in document enclosed as Annexure-I.
- Employee No of concerned official must be mentioned in all communication.
- No direct enquires will be entertained in O/o Pr. CCIT (AP & TS) and clarification regarding medical bills is to be given by concerned DDO.
- Permission for treatment sought by official is to be issued by concerned HOD / Range Head. Intimation for emergency admission / treatment by official is to be submitted to concerned HOD / Range Head and departmental E-mail ID may be used for faster communication.
- All required documents mentioned in Annexure-I are to be submitted while forwarding bill and bill wise acknowledgement will be given by this office.
- Ex-post facto Approval (if any) relating to claim of medical bill is to be issued by concerned Commissioner of Income Tax and above authorities.
- Service book being available with HOD / DDO, certified copy of details of family in FORM-3 [see rule 54(12)] in applicable cases is to be issued by concerned HOD / DDO. For reference, said form is enclosed as Annex-II.
- For any other clarification relating to claim and reimbursement of medical bills the official website of CGHS i.e., [WWW.CGHS.NIC.IN](http://WWW.CGHS.NIC.IN) is to be referred.
- The CGHS circulated document relating to claim submission procedure along with documents required for is enclosed as Annexure-III.

In view of the above all medical bills including pending bills are to be forwarded to the Income Tax Officer (Welfare) in the O/o. Pr CCIT, AP & TS. All pending bills must be submitted to this office by 31.07.2020 and no pending bills will be accepted thereafter. This order come into effect from the date of issue till further orders.

(DR. M MOHAN BABU, I.R.S)  
Dy. Commissioner of Income Tax (Hqrs) (Admin)  
O/o. Pr. CCIT, Hyderabad



सत्यमेव जयते

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F.No. Pr.CCIT/Addl.CIT(Hq)/ITO(Wel)/CGHS/20-21/2

Dated: 14.08.2020

### OFFICE MEMORANDUM

Sub: Centralized processing of Medical Bill submitted by officer / officials whose Range offices are located in Hyderabad – Extension of time for submission of pending Bills – Regarding

Ref: OM issued in F.No. Pr.CCIT/Addl.CIT(Hq)/ITO(Wel)/CGHS/20-21/1, dated: 15.07.2020

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Vide this office OM cited in reference above, the Medical Bill of officer / officials whose Range offices are located in Hyderabad has been Centralized in the O/o. Pr CCIT, AP & TS. Accordingly all medical bills were to be forwarded to the Income Tax Officer (Welfare) in the O/o. Pr CCIT, AP & TS by 31.07.2020.

It has been brought to notice that due to present COVID-19 situation, many DDOs were unable to forward such bills by 31<sup>st</sup> July and keeping this in view, all medical bills including pending bills with DDOs must be submitted by 31.08.2020 and no pending bills will be accepted thereafter.

  
(DR. M MOHAN BABU, I.R.S)  
Dy. Commissioner of Income Tax(Hqrs)(Admin)  
O/o.Pr.CCIT, Hyderabad