



DELHI DEVELOPMENT AUTHORITY
MEDICAL CELL, G-BLOCK (FORMERLY KNOWN AS
PRESS BUILDING) FIRST FLOOR, VIKAS SADAN
I.N.A., NEW DELHI - 110023

75
Azadi Ka
Amrit Mahotsav

No. F1(GST)2024/MC-I/Medical/1988

Dated: 11.01.2024


F&E Circular No. 01/2024.

Sub: Guidelines for Medical Beneficiaries to be followed while submitting their claims

The following guidelines are hereby brought to the kind notice of all the DDA medical beneficiaries whether working or retired pensioner/ family pensioner to be observed while purchasing the medicines from the medical outlets/shops and thereafter submitting their claims for medical reimbursement. :-


1. For bills of Medicines purchased for prices exceeding Rs. 10,000/- per month, the payment should mandatorily be made through online mode i.e. Internet banking, UPI, Credit or Debit card/Paytm etc. The proof of payment should form part of the bill which is submitted to claim reimbursement in respect of OPD/Special Chronic/ post-operative diseases.
2. The medical beneficiaries should insist on a computerized bill while purchasing medicines from the local chemist/medicine outlet. The practice of accepting handwritten bills for medical reimbursement claim in all categories of cases, is hereby discontinued.
3. The GST number of medical outlets/ shops should be printed on the medical bill submitted for reimbursement of claim with Tax Invoice Number and proper bifurcation of cost of medicines and % (percentage) of GST charged and paid thereon.

This issues with the approval of the Competent Authority and shall be effective from 1st February 2024.


11/01/2024
Chief Account Officer

Copy to :-

1. OSD to VC, FM
2. PS to VC, FM, EM
3. PS to CAO, PC(P/LM), CVO, CLA, Commr.(LM/LD), Commr (System), Commr(Housing), Commr(Sports)
4. PS TO Commr cum secretary, PS to Commr(Plg), PS to Chief Architect
5. PS to CE(HQ), All Zonal Chief Engineers
6. All Directors
7. All Dy. CAOs, PAO(EW)
8. All notice boards


11/01/2024
Chief Account Officer