

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

Office of the VC&MD,  
RTC House, PNBS,  
Vijayawada.

No.E1/EHS(06)/2021-PD

**CIRCULAR NO. PD- 08/2021, Dated: 30.12.2021**

Sub: **EHS** – Implementation of Medical Reimbursement Scheme under APIMA Rules, 1972 to the employees of PTD, in parallel with EHS – Comprehensive guidelines on reimbursement of medical expenditure incurred – Instructions issued – Reg.

- Ref: 1. G.O.Ms.No.52 of T, R&B (TR.II), dated 31.12.2019.  
2. G.O.Ms.No.23 of HM&FW(1.1) Department, Dated 02.03.2021.  
3. Circular No.PD-02/2021, dated 12.05.2021.

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Vide G.O. at reference 1<sup>st</sup> read above, all the Employees of APSRTC were absorbed into Government service w.e.f. 01.01.2020 by creating a new Head of the Department by name "Public Transport Department" under the administrative control of T, R&B Department and salaries are being paid through APCFMS portal of GoAP to PTD employees from January-2020 onwards.

Vide G.O. at reference 2<sup>nd</sup> read above, the Government of AP have accorded permission to implement Employee Health Scheme (EHS) to PTD employees. Accordingly, contributions to Employee Health Scheme (EHS) recovered from the salaries of all PTD employees every month are being paid to Dr.YSR ACHT, GoAP, from March, 2021 onwards, as per the slabs communicated vide G.O.Ms No.54, dated 06.05.2020 of Health, Medical and family welfare (I.1) Department. Thus, all regular employees of PTD are now covered under EHS Scheme from April, 2021 onwards. EHS Health cards were issued to all PTD employees and their eligible dependant family members.

Vide Circular at reference 3<sup>rd</sup> read above, guidelines were issued regarding the salient features of EHS, the procedure to be followed to upload the details of eligible dependant family members, generation of EHS Health cards, availing cashless medical treatment at the network hospitals under EHS etc.

**I. MEDICAL REIMBURSEMENT SCHEME:**

In continuation to the guidelines already issued on EHS Scheme vide Circular at reference 3<sup>rd</sup> read above, the comprehensive guidelines on "**Reimbursement of medical expenditure incurred by PTD employees**" as per GoAP rules are given hereunder.



Generally, as per the rules of EHS, all Government employees and their eligible dependant family members have to avail the medical facilities at any Network Hospitals under EHS only for all the procedures and treatments available with such hospitals.

In case of emergency or for the procedures and treatments which are not available in Network Hospitals under EHS, the Government employees and their family members can avail medical facilities meeting the expenditure personally, which may be claimed from the Government under "**Medical Reimbursement scheme as per APIMA Rules, 1972**".

The facility of Medical Reimbursement to all employees and pensioners has been extended from time to time by the Government. **The validity of the scheme was extended vide G.O RT.No.17, dated 11.01.2021, up to 31.07.2021. Further extension of the scheme is awaited.**

## II. PROCEDURE FOR MAKING CLAIMS:

The medical reimbursement claims shall be uploaded in EHS portal as per the procedure given hereunder. (Screen shots regarding data uploading are given at **Annexure-I**)

- a. Go to <https://www.ehs.ap.gov.in/EHS AP/>
- b. Enter **Username**: Government HRMS ID of employee for whom Medical reimbursement claim to be entered (7 digit number – Can be found on Payslip).  
Enter **Password**
- c. Enter captcha code; you will be directed to EHS portal (Employee menu)
- d. Click on **Registrations** tab (visible at the Top Left on the screen)
- e. Click on **Initiate Medical Reimbursement** tab
- f. Most of the fields will be auto filled with the details already entered by the Employee. Fill in the following fields with proper details
  1. Mobile Number: Enter Mobile Number if required.
  2. Employee Designation : Designation of the Employee (Conductor, Driver etc)
  3. Treatment Details – Treatment for : click on the LOV (dropdown details) and select the name of the patient (Employee/Family member)
  4. Is Hypertensive : Select Yes/No
  5. Is Diabetic : Select Yes/No
  6. Patient type : Select IP/OP (IP = In-patient, OP = Outpatient)
  7. Date of Admission : Enter date of admission in to Hospital
  8. Date of Discharge : Enter Date of discharge from Hospital
  9. Total Amount claimed: Enter the amount for which reimbursement is claimed.
  10. Hospital State: Select State in which hospital is located. E.g Andhra Pradesh, Telangana
  11. Hospital district: Select District in which hospital is located. Eg. Krishna, Nellore
  12. Hospital Location: Enter Hospital Location where it is situated. Eg. Vijayawada



13. **Claim reimbursement attachments:** Attach the scanned copies of the required documents.

**III. Documents to be attached to medical reimbursement claim:**

Files of PDF, JPG and JPEG types are only allowed. Maximum size of each Attachment allowed is 200KB only.

- a. Photo of the patient
- b. Appendix-II (**Format Enclosed at Annexure-II**)
- c. Non-drawl certificate given by the Unit Officer.
- d. Essentiality certificate (**Format Enclosed at Annexure-III**)
- e. OP Bill
- f. Certificate of A/OP Card (**Format Enclosed at Annexure-IV**)
- g. Consolidated Bills
- h. Declaration form (download the form by clicking the link provided beside this field in EHS portal and then upload the same along with signature of the employee and Depot Manager/Unit Officer)
- i. Referral hospital Proceedings
- j. Other Relevant Medical Reports, if required
- k. Other documents required if any.
- l. All the above documents shall be attached by clicking **Choose file** Tab located against each field.
- m. Click **Initiate** Tab and Click **OK** tab.

**IV. Role of the Employee and Depot Manager/Unit Officer:**

- a. It is the responsibility of the employee concerned, who wish to claim medical reimbursement, to upload the data along with documents in EHS portal by using employee's login credentials.
- b. After uploading the medical Reimbursement claim in EHS portal, the employee shall submit **two sets** (hard copies) of all uploaded documents to the Depot Manager/ Unit officer, along with the application of the employee in the prescribed format (**Enclosed at Annexure-V**) requesting to sanction Medical reimbursement claim.
- c. Depot Manager/ Unit Officer shall attest all the documents submitted by the employee (in two sets) and forward one set to **PO-III: HO** along with a covering letter in the prescribed format (**Enclosed at Annexure-VI**).



**V. Role Of Head Office:**

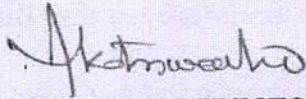
1. PO-III: HO shall arrange to verify all the documents submitted by the employee, obtain the approval of DDO, get the proceedings signed by DDO and upload the same in DDO login.
2. The claim will be forwarded online to Dr.YSR AHCT for further action and approval of the Government.
3. Dr.YSR AHCT, after scrutiny of the claims together with the documents, will communicate the sanction/rejection to Head Office.
4. Upon receipt of the sanction, PO-III:HO shall arrange to upload the reimbursement claim in APCFMS portal for reimbursement of the sanctioned amount by the Government directly to the employee concerned.

**VI. Status of Medical reimbursement claim:**

Employee can verify the status of his/her EHS reimbursement claim through <https://www.ysraarogyasri.ap.gov.in/web/guest/ehs> , by clicking **Employee Medical Reimbursement Status.**

Therefore, all Depot Managers/Unit Officers are advised to take necessary action in submission of the medical reimbursement claims of the PTD employees, as per the above guidelines.

Encl: Annexures I to VI.

  
**EXECUTIVE DIRECTOR (ADMIN)**