



सत्यमेव जयते

भारत सरकार

GOVERNMENT OF INDIA

कार्यालय, प्रधान मुख्य आयकर आयुक्त, मुंबई

OFFICE OF THE

**PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, MUMBAI**

3<sup>rd</sup> Floor, Aayakar Bhavan, Maharshi Karve Road, Mumbai – 400020

(022) - 22016691/22077187 / Fax: 022- 22079273/22077187

Email: [mumbai.ito.hq.pers@incometax.gov.in](mailto:mumbai.ito.hq.pers@incometax.gov.in)

No. Pr.CCIT/Mum/Personnel/Welfare/Ex-Post Facto/2023-24/

Date: 25.09.2023

### Office Order

The Central Government Health Scheme (CGHS) is for providing comprehensive medical facilities to the Central Govt. Employees and their families residing in any of the notified cities covered under the scheme. For the employees residing outside the notified cities covered under the CGHS, the medical facilities are provided under Central Services (Medical Attendants) Rules.

Other than the cases of emergency, the employees and their family members have to follow procedures while taking the treatment, such as :

- c) In the case of employees and their family members who are CGHS Beneficiaries, they have to visit the wellness centres of the CGHS for treatment and / or for taking reference for treatment in empanelled hospital
- d) In the case of other employees and their family members, they have to visit the AMAs for treatment and / or for taking reference for treatment in empanelled hospital

The reimbursement of claims of medical expenses are allowable only in cases when the treatment is taken as per guidelines/ procedures issued by the Government. However, it is observed that applications have been received from various officers/officials requesting ex-post facto approval for reimbursement of medical expenses after getting treatments/tests from the empanelled/non-empanelled Hospitals/Diagnostic Centres without following the guidelines/procedures issued by the Government from time to time.

In view of the extant rules & procedures prescribed in this regard, all the officers and officials are hereby instructed to strictly follow the guidelines/ procedures issued by the Government while taking medical treatment and for making claim for reimbursement of medical expenses. No proposal for ex-post facto approval shall be processed towards reimbursement of medical bills, other than that of

emergency cases. If not a letter for permission, at least a letter of prior information with a copy of prescription may be provided for all elective treatments. Even prior intimation/information by email accompanied by prescription to officer in-charge would be acceptable for the purpose of reimbursement.



(मुदित श्रीवास्तव, भा.रा.से.)

(MUDIT SRIVASTAVA, I.R.S.)

अपर आयकर आयुक्त (मुख्या.) कार्मिक, मुंबई

Addl. Commissioner of Income Tax (HQ) Personnel, Mumbai

For Pr. Chief Commissioner of Income-tax, Mumbai

**Copy to:-**

1. All the Heads of Offices, Income Tax Department, Mumbai
2. IRS Association/ITGOA/ITEF/ITSEWA/ITSRC/Sthaniya Lokadhikar Samiti, Mumbai
3. All Notice Boards of Income Tax office buildings in Mumbai
4. ITO(HQ)(Systems), Mumbai with a request to place the notice in the departmental website [www.incometaxmumbai.gov.in](http://www.incometaxmumbai.gov.in)



(रीतेश कुमार)

(RITESH KUMAR)

आयकर अधिकारी (मुख्या.) (कल्याण एवं कर्मचारी शिकायत), मुंबई

Income Tax Officer (HQ) Welfare & S.G., Mumbai

For Pr. Chief Commissioner of Income-tax, Mumbai