

No. 9/16/2010 – WPC / 2953  
Central Water Commission  
Work Plan Cell & Co-ordination

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Room No. 304 (S), Sewa Bhawan  
R.K. Puram, New Delhi – 110 066

Date : 10<sup>th</sup> October 2011

**Office Memorandum**

**Sub. :** Creation of separate unit under HRM wing for processing of medical bills for reimbursement / requests of permission for treatment and tests.

At present, medical bills for reimbursement / requests of permission for treatment and tests raised by an officer / official is processed in the Establishment section dealing with the service matters of the officer / official. Total 11 Establishment sections at CWC (HQ) cater to service matters of different class of employees. Thus, apart from the works of service matters, all 11 Establishment sections are also involved in the processing of medical bills / permission cases for treatment and tests.

2. In order to streamline the process of medical bills and related permissions and make it smoother and faster, it has been decided to create a separate unit which would hereafter be called Establishment – XIV section.

3. The newly instituted Establishment – XIV section shall process medical bills for reimbursement / requests of permission for treatment and tests of all category of officers / officials at CWC (HQ) and all such cases which are required to be referred from field offices of CWC as per CGHS / CS (MA) Rules or otherwise. The section shall also deal with all matters related to delegation of power in CWC under CGHS / CS (MA) Rules. However, CGHS cards at CWC (HQ) shall continue to be issued by Establishment – VIII section.

4. The newly instituted Establishment – XIV section shall function under Director (Estt. - II) [as mentioned in Office Order No. 11 / 3 / 2011 – Estt. IX / 6016-27 dated 05<sup>th</sup> October 2011] under HRM wing at CWC (HQ) who would be assisted by an Under Secretary and a Section Officer for the purpose. The section shall become operational w.e.f. 17<sup>th</sup> October 2011. All requests of permission for treatment and tests / medical bills for reimbursement for officers / officials at CWC (HQ) arising on 17<sup>th</sup> October 2011 and afterwards may be sent at the following address :

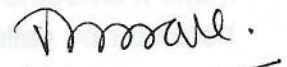
Section Officer (Estt. – XIV)  
Room No. 327 (S), Sewa Bhawan  
Central Water Commission  
R. K. Puram, New Delhi – 110 066.

BPL No. : 3337

Telephone No. : Allocation is under process and would be intimated vide CWC web site soon.

Matters regarding medical bills / CGHS or CS (MA) Rules of the field offices which are required to be sent to Headquarter may also be sent on the above address.

5. All the powers in respect of processing of medical bills and related permissions which are vested with Under Secretaries of the Establishment Sections in the present dispensation on the matter shall be shifted and be available to Under Secretary of the newly created Establishment – XIV section w.e.f. 17.10.2011.
6. All medical bills / request of permission for treatment or tests arising on or before 16<sup>th</sup> October 2011 and all such requests which are already pending in concerned Establishment sections shall be processed and disposed off by concerned Establishment section themselves as per earlier procedure and shall not be transferred to newly created Establishment – XIV section.

  
(K. Vohra)

Secretary, CWC

Copy to :

1. PSO to Chairman, CWC, New Delhi.
2. PPS to Member (WP&P / D&R / RM), CWC, New Delhi.
3. All Chief Engineers of CWC [Field and Headquarter].
4. Director (Admn.), CWC, New Delhi.
5. Director (SMD), CWC, New Delhi for posting on the CWC web site.
6. All Directors / Superintending Engineers of CWC [Field and Headquarter].
7. All Dy. Directors / Executive Engineers of CWC [Field and Headquarter].
8. All Under Secretaries / Section Officers of CWC (HQ).
9. Under Secretary, O&M Section for their guard file.
10. Accounts Officer, CWC, New Delhi.
11. Pay & Accounts Officer, CWC, New Delhi.
12. Guard File.