

PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION : :  
ANDHRA PRADESH : : HYDERABAD.  
Present:- K.Sandhya Rani., I.Po.S.,

R.C.No. 222/MB.3 /Medical Bills /2015

Dated:02-12-2015.

Sub:- School Education Department- Implementation of Online uploading of  
Medical reimbursement from 10<sup>th</sup> December 2015 - certain instructions  
issued -Regarding

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All the Regional Joint Director of School Education and Dist Educational Officers in the Andhra Pradesh state are informed that it is decided that the Medical Reimbursement bills of Head Master /Teacher /Employee shall be processed from Head Master/MEO/Dy.E.O/DEO level to this office through online only and no manual and written Medical proposals shall be submitted hereafter.

In this context all the Regional Joint Director of School Education and Dist Educational Officers in the Andhra Pradesh state are instructed to up-load the Medical bills Online from 15.12.2015 in "cse.ap.gov.in" through login facility provided to HM/MEO/DYEO/DEO duly scanning the following documents.

1. Covering letter of DEO/Dy.E.O/MEO/HM
2. Appendix-II (Mention the hospital recognition no. and date along with period of Recognition date from date to
3. Emergency Certificate
4. Essentiality Certificate
5. Discharge Summery
6. Non Drawl certificate
7. Final bill Abstract (Total claimed amount should be in the final bill)
8. Pension Payment Order (in case of Retired employees)

The RJDSE's and DEOs are also requested not to upload the incomplete Medical proposals. While uploading the Medical bills, the password issued by the AP Online authorities is to be used. All above mentioned documents are to be duly verified, to confirm their genuineness, then up-load scanned and submit to the concerned authority.

In view of the above, all the RJDSE's and DEOs are requested to issue clear instructions under their control officers in the matter. Please inform all concerned that Medical bills submitted manually will not be accepted at office of the Commissioner of School Education from 15.12.2015 only online submission to be ensured.

K.SANDHYA RANI  
Commissioner of School Education

To

The Regional Joint Director of School Education in AP State  
The Dist Educational Officers in the State  
Copy to the Director A.P.Online authorities for information and necessary action  
Copy to the IT cell of this office for information

//T.C.F.B.O.//

  
DEPUTY DIRECTOR