

# राष्ट्रीय आदिवासी छात्र शिक्षा समिति

(जनजातीय कार्य मंत्रालय के अंतर्गत  
एक स्वायत्त संस्थान, भारत सरकार)  
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# National Education Society for Tribal Students

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File No.:NESTS/H-1/58/Policy/2024-25

Dated: 01.10.2025

Subject: **Guidelines for Procedure for Medical Reimbursement – Reg.**

The following relevant circular have been issued by the NESTS.

1. **NESTS Letter dated 23.12.2024:** The *NESTS Medical Rules – 2024* were circulated, detailing the terms and conditions governing both outdoor and indoor medical treatment for eligible personnel.
2. **NESTS Letter dated 28.02.2025:** This communication specified the delegation of powers for approving medical expenditure related to both Outdoor and Indoor Treatment, in accordance with the prescribed norms.

## Document to be submitted by the employee for OPD Treatment.

1. Medical reimbursement claim form in Annexure-I
2. Invoice/Bill in original (consultation fee receipts, Medicine receipts, laboratory and investigation receipts) duly self-certified by the employee concerned.
3. Copy of prescription slip.
4. Copy of Medical Card. (if applicable)

## Document to be submitted by the employee for IPD Treatment

1. Permission letter (if any)
2. Emergency Certificate in original (if any)
3. Copy of ex-post facto approval for treatment in case of emergency.
4. Prescription Slip in original.
5. Invoice/Bill (in original) consultation fee receipts, laboratory and investigation receipts, medicine receipts, etc. duly self-certified by the employee concerned.
6. Discharge Summary
7. Obtain breakup of Investigation from the hospital/diagnostic centre (details and rates of individual test and the exact number of tests, X-ray film etc.) as the reimbursable amount is calculated as per approved CGHS rates per test.
8. Ambulance charges (if any)
9. Form dully filled in Annexure-I
10. Copy of medical card (if applicable)

**Powers to approve the medical expenditure under OPD/Day Care Procedure: -**

Sl. No.	Designated Officer	Ceiling
1	Principal	Upto Rs. 5,000 in each case subject to 12 months ceiling of Rs. 25,000 for an employee.
2.	Nodal Officer of State Society/ Officer I/c RO	Above Rs. 5,000 in each case, or above Rs. 25,000 in 12 months subject to ceiling of Rs. 1,00,000 for an employee.
3.	Additional/Joint Commissioner, NESTS	Cases not covered in 1 & 2 above.

**Powers to approve the medical expenditure under IPD/Emergency Treatment.**

Sl. No.	Designated Officer	Ceiling
1	Principal	Upto Rs. 1,00,000/- for an employee in 12 months.
2.	Nodal Officer of State Society/ Officer I/c RO	Above Rs. 1,00,000 upto Rs.5,00,000/- for an employee in 12 months.
3.	Additional/Joint Commissioner, NESTS	Cases not covered in 1 & 2 above.

As per the NESTS letter dated 28.02.2025 regarding OPD/IPD treatment, the following procedure shall be followed for processing medical reimbursement claims in EMRS:

**1. All employees of EMRS (Including Principal)**

- The concerned Accountant/Official of the EMRS shall scrutinize the medical claims and pre-audit the bills.
- The audited bills shall then be submitted to the Principal for approval or sanction.
- If the bill amount is within the Principal's sanctioning limit, the Principal shall approve it.
- If the bill exceeds the Principal's limit, it shall be forwarded to the State EMRS Society along with the Principal's recommendation.
- The State EMRS Society will approve the bills if they fall within its own prescribed limit.
- Bills exceeding the State EMRS Society's limit shall be forwarded after examination and preaudit by State Society to the NESTS Headquarters for final approval.
- The concerned authority i.e. Principal, State EMRS Society, Regional Office (RO), or NESTS HQ, as applicable will process the claim and communicate the sanctioned reimbursement amount to the respective staff member.

The Principal, State Society, Regional Office, or NESTS Headquarters will review the claims and issue the required expenditure sanctions accordingly.

In case the IPD treatment is taken from the any hospital other than NESTS or CGHS Empanelled Hospitals, Central/State Govt. Hospitals. The claim for more than Rs.1.00 Lacs shall be verified by the committee constituted by the Competent Authority i.e Principals in case of employees posted at EMRS, State Society in case of Principal and NESTS (Hqrs) in case of employees posted in RO's/Hqrs. The committee shall verify the genuineness of the claim and make recommendation accordingly. (Only for emergency cases along with emergency certificate issued by the hospital).

Concerned EMRSs Accountant/Official shall enter the sanctioned amount of medical reimbursement in the HRMS portal and shall be paid alongwith monthly salary bill of the employees. All the approved bills should be countersigned by Principal & Accountant/Office-in Charge. Expenditure on account of medical reimbursement shall be booked from the salaries component of recurring grant.

Medical reimbursement registers shall be prepared in the attached Annexure-II, which must be maintained for 10 years. Medical bills for reimbursement must be preserved for minimum 5 years. These records should be provided to the audit teams in the school/RO/HQ.

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