

GOVERNMENT OF ANDHRA PRADESH
REGISTRATION AND STAMPS DEPARTMENT
THE REGISTRAR OF SOCIETIES
GUNTUR

Certificate of Registration

(No : 253 of 2020)

I hereby certify that 'ASSOCIATION FOR ANDHRA PRADESH PENSIONERS SETTLED AT HYDERABAD' , Smt Svayam Prabha/ Kesavaraju Towers 5/17/ Brodipet/ Guntur/ Guntur/ Andhra Pradesh/ India/ on this day registered under the Andhra Pradesh Societies Registration Act., 2001



GUNTUR

Date : 20/Oct/2020

Signature No
Verified
Digitally signed
by Sabharwal
Ram Kumar
Date: 2020.10.20 14:46:56 IST

REGISTRAR OF SOCIETIES

GUNTUR

**GOVERNMENT OF ANDHRA PRADESH
FINANCE (HR.III-PENSIONS-I) DEPARTMENT**

Circular Memo.No.Fin 01.34021/125/2018-SO(HR.3-Pen- I) Dt: 20-12-2018

Sub : Pensions - obtaining of Annual Verification (life) Certificates from the Pensioners w.e.f 01.01.2019 -Instructions -Issued -Reg.

- Ref : 1. Government Memo No: 240/PSC/2013 dated 26-10-2013 of Finance (PSC) Dept.
2. Lr.No.FIN 02-14035/1/2018 -D Sec -DTA, dt.03.10.2018 of DTA, AP.
3. Memo.No.FINO1.34021/125/2018 SO (HR.3Pension.) Dept, dt.30.10.2018
4. Minutes of the Meeting dt. 19.11.2018.

In the reference 2TM cited, the DTA, Ibrahimpatnam, A.P. submitted certain proposals for postponement of period of obtaining Annual Verification Certificate from the Pensioners from 1 November - 30th April to 18 January - 30th April from 2018-19 onwards and change of procedure for obtaining digital life certificate from Pensioners from SRDH Verification Service to Jeevan Pramaan Portal. Accordingly orders have been issued vide reference 3rd cited, changing the period of obtaining digital life certificates from the Pensioners from 1st November to 30th April every year to 1st January to 30th April every year. A work shop is also held in A.P.Secretariat with all the stake holders (AG/NIC/DTA/Service Associations/Pensioner's Associations) on 15.11.2018 to elicit their opinion. Based on the opinions expressed by all the Participants, the following instructions are issued for strict compliance in obtaining Digital/Physical life certificates from the Pensioners.

- i. Digital life certificates shall be obtained from the Pensioners w.e.f 01.01.2019 through Jeevan Pramaan Portal. The Pensioners can submit the Digital life certificates either from Internet Centres, MeeSeva Centres, Pensioner Service Associations or from the login of any Registered Service Provider. The required fee, if any, shall be borne by the Pensioner only.
- ii. The Jeevan Pramaan Software may be made available in all the Sub Treasuries/District Treasuries for the Use of Pensioners willing to submit their digital life certificates thro' Treasuries. As a Precautionary measure SRDH Verification Service Software may also be kept ready in the Sub Treasuries for use in case of any urgency till Jeevan Pramaan Procedure is stabilized.
- iii. In respect of Pensioners with worn-out Finger Prints, the Digital life certificates may be obtained in Sub Treasuries using Iris Scanners to be provided by APCFSS. In case of nonavailability of Iris Scanners, Physical life Certificates may be obtained from all such Pensioners, which are attested by any Gazetted Officer working within in the jurisdiction of the Sub Treasury or Pay Bank Manager from where the Pensioner is drawing his pension.
- iv. In respect of the Pensioners who directly visit the Sub Treasury for submission of Physical Life Certificates due to finger prints problem, the STO/ATO can verify the Pensioner and attest in the Physical life (Annual Verification) Certificate.
- v. In respect of Bed ridden Pensioners, the DTA may take steps to depute the STO concerned where the Pensioner is staying for verification of Pensioner and obtaining Digital/Physical life certificate. Where the Physical life certificate is obtained, it may be despatched to the Sub Treasury

concerned by Registered Post, where the Pension record of the Pensioner is available. On receipt of such Physical life certificate in the home Sub Treasury, the STO concerned shall verify the Pensioner thro' video calling facility and compare the image of the Pensioner in the video call with that available in Pension record and confirm the receipt of Physical life certificate.

- vi. In respect of the Pensioners residing in Foreign Countries, they may submit their Physical life Certificate certified by an attorney/diplomatic representative of India functioning in that country. However such Pensioner shall personally appear before the Treasury Officer concerned for Personal Verification whenever they Visit India.
- vii. Pensioners shall compulsorily submit the Digital/Physical life Certificates in respect of Pension(s) drawn by them every 12 months failing which payment of pension shall be stopped until resubmission of life certificate by the Pensioner.
- viii. The period of submission of Digital/Physical life certificate will be limited to 2 months (Jan/Feb only) from the Year 2020 onwards.
- ix. The DTA shall send Proposals for revision of AVC form, if necessary.

The CEO, APCFSS, Ibrahimpatnam is requested to supply sufficient number of Iris scanners to Treasury Department as already permitted vide Memo No. 31021/115/A1/2017 Dt. 08.01.2018 of Finance (HR.V) Dept.

**PEEYUSH KUMAR
SECRETARY TO GOVERNMENT**

MINIMUM SERVICE REQUIRED FOR GETTING FAMILY PENSION

- 1 1 Day and above with medical fitness certificate.[As per G.O.Ms.No. 14, F&P, Dt. 5-1-1979]
- 2 Family pension for below 7 years 30% of last pay drawn u/r 50 (2)
- 3 Family pension for above 7 years of Continuous service 50% of last pay drawn up to 7 years from date of death(which is called as Enhance Family Pension) there after 30% of last pay drawn(which is called as Normal Family Pension) u/r 50 (3) (a) (i)
4. Enhanced family Pension @ 50% of Last Drawn Basic Pay shall be payable from the date following the date of death of Govt.servant for a period of 7 years or till the date on which the Govt.servant would have reached the age of 65 years had he remained alive ,whichever is earlier 50(3)(a)(i) & Rule 59 of APRPR

FAQ For Pensioners Regarding Jeevan Pramaan / Digital Life Certificate (DLC)

Frequently asked questions for Pensioners regarding Jeevan Pramaan / Digital Life Certificate (DLC)

What is Jeevan Pramaan/Digital Life Certificate (DLC)?

Jeevan Pramaan is a biometric enabled Aadhaar-based Digital Life Certificate for pensioners. Jeevan Pramaan i.e DLC is generated for individual pensioner using his/her Aadhaar number and Biometrics.

How is this different from traditional Life Certificate issued by Govt Officers/ Agencies?

For Jeevan Pramaan (DLC) the pensioner is not required to present himself/ herself personally before the Pension Disbursing Officer. DLC does not have to be submitted physically to the Pension Disbursing Agency (Bank/Post Office etc) as it is available to them digitally and. is automatically processed by the Pension Disbursing Agency. Also each DLC has a unique id called the Pramaan-Id.

Is the Pramaan ID / Jeevan Pramaan i.e DLC valid for life?

The Pramaan ID/Jeevan Pramaan is not valid for life. The validity period of the certificate is as per rules specified by the Pension Sanctioning Authority. Once the validity period is over a new Jeevan Pramaan Certificate i.e a new Pramaan Id needs to be obtained.

Who is eligible for Jeevan Pramaan i.e Digital Life Certificate?

A pensioner whose Pension Sanctioning Authority (PSA) is onboarded on to Jeevan Pramaan is eligible for Jeevan Pramaan. List of onboarded PSA, can be found under 'Circulars' tab on the <https://jeevanpramaan.gov.in> portal.

From where can I obtain a Jeevan Pramaan i.e Digital Life Certificate?

You can obtain a DLC from

1. various Citizen Service Centre (CSC) located across India
2. office of Pension Disbursing Agencies (PDA) such as Post Office, Banks, Treasury etc
3. It can also be generated from home/any location on a Windows PC/Laptop (ver 7 & above) or Android Mobile (Kit Kat & above), for more details click here

What is required, if I want to generate DLC on my PC/Laptop/Mobile?

1. A STOC certified Biometric Device is required.
2. 'RD Service' of the Biometric Device being used should be installed on the PC/Laptop/ mobile.
3. The 'Jeevan Pramaan Application' has to be installed on your PC/mobile. It can be downloaded from the 'Download' tab from <https://jeevanpramaan.gov.in> portal.
4. An Internet Connection is required.

How can I find a Citizen Service Centre (CSC)?

You can search nearest CSC by clicking on 'Locate a Centre' on <https://jeevanpramaan.gov.in> portal or alternately you can send SMS to 7738299899. The SMS body must start with keyword "JPL" and after space write your pin-code. e.g. JPL 110003 and send it to 7738299899.

What information is required to be provided by a pensioner to generate the Jeevan Pramaan?

The Pensioner has to provide Aadhaar Number, Name, Mobile Number and self declared Pension Related Information like PPO Number, Pension Account number, Bank details, Name of Pension Sanctioning Authority, Pension Disbursing Authority, etc. The pensioner has to also provide his/her biometrics either Iris or Fingerprint. Note : Incorrect information may lead to rejection of the DLC by the authorities.

What is the procedure for generating a Jeevan Pramaan from a CSC/office of PDA?

1. Pensioner visits a CSC or office of PDA
2. He/She provides the required information to the operator. The operator feeds/enters this information into the system i.e Jeevan Pramaan Application
3. The pensioner has to then provide his/her biometrics by placing his/her finger on the finger print scanner or eye in front of the Iris scanner.
4. On successful aadhaar based biometric authentication, Jeevan Pramaan is generated with a unique id called Pramaan Id.
5. An acknowledgement message quoting the Pramaan Id is sent as an SMS to the mobile number provided by the pensioner. Note – The Jeevan Pramaan/DLC thus generated is subject to approval of the Pension Sanctioning/Disbursing Authority as provided by the pensioner.

Do I have to submit the Jeevan Pramaan i.e DLC to my bank/post office etc?

No, You do not have to submit the DLC to the bank/post office/pension disbursing agency. The DLC is automatically available to them electronically.

Can I get my Digital Life Certificate i.e Jeevan Pramaan downloaded online, after it is generated?

Yes, once your praman-id is generated, you can download the Digital Life Certificate by following the link <https://jeevanpramaan.gov.in/ppouser/login>.

How can I know the status of my Digital Life Certificate, whether it has been accepted/ rejected?

You need to download the DLC from the <https://jeevanpramaan.gov.in> portal to know the status.

I have received SMS on my mobile that my Jeevan Pramaan is rejected, what should I do?

Contact your Pension Disbursing Agency. Jeevan Pramaan is rejected in case wrong particulars are provided by pensioner while generating the DLC. It is recommended that a new Jeevan Pramaan i.e Pramaan-ID be generated by providing all correct information and biometrics.

Is Electronic Jeevan Pramaan i.e DLC a must for the pensioner?

Jeevan Pramaan i.e DLC is an add on facility to the already existing ways of submission of Life Certificate.

What is the procedure for getting Aadhaar Number?

Contact nearest Aadhaar Enrolment Centre in your city for getting a Aadhaar Number. You can find permanent Aadhaar Enrolment Centres from UIDAI website <https://appointments.uidai.gov.in>

Is this certificate valid?

Yes, Digital Life Certificate is a valid certificate and recognized under the IT Act. The system benefits the pensioner from having to go before the Pension disbursing Authority to prove that he/she is alive.

JEEVAN PRAMAAN – FREQUENTLY ASKED QUESTION

What is Jeevan Pramaan?

Jeevan Pramaan is computer generated digital life certificate for pensioner. Jeevan Pramaan Certificate is produced for individual pensioner using his Biometric Credentials.

How is this different from traditional Life Certificate issued by Govt Officers/ Agencies?

For this certificate individual pensioner has not to present himself/ herself in front of seniors authorised Officers. This can be generated even from home. Only you need a internet connection and Biometric devices

How can I create Jeevan Pramaan if I do not have internet connection?

Visit your nearest Citizen Service Centre or designated Offices (in Delhi) and get your self registered. (details available on site using locate a centre link)

How can I find the CSCs / Designated Offices (in Delhi)?

Access Jeevan Pramaan web site at <https://Jeevanpramaan.gov.in> or <http://lifecertificate.gov.in> and find the centre using “Locate A Centre” option or alternately you can send SMS to 7738299899, the SMS body must start with keyword “JPL” and after space write you pin code e.g. SMS: JPL 110003 to 7738299899 The Portal Reply message will have list all centres where you can visit for Jeevan Pramaan.

Can I visit the CSCs for a certificate?

Yes. Any Pensioner having pension account in Bank/Post Offices can go to CSC for the certificate.

What is required for registration on Jeevan Pramaan?

Pensioner needs to know and provide his/her Aadhaar Number, PPO Number, Bank Account number and branch detail, Name, Address etc

How can I register myself for a Jeevan Pramaan?

There are three ways to register and get a Jeevan Pramaan

- visit your nearest CSC centre and register online using CSC services and you may have to pay nominally for this
- visit a Designated Office and register yourself
- Download the application & install on your android based smart phone/ tablet or Windows PC/Laptop and register yourself (you will need biometric device for this step)

Which biometric devices are currently supported?

The Jeevan Pramaan Client application currently supports the following biometric devices. Support for other devices are being added and will be updated in the website download section. The Jeevan Pramaan software upgrades over the air, therefore for new functionality software will not require re-installation.

Finger Print Scanner

1. Mantra (MFS100)
2. Morpho (MSO13XX)
3. Nitgen-BioEnable (HFDU08)
4. Precision (CSD200)
5. Secugen
6. Startek (FM220-ACPL)

Iris Scanner

1. Iritech (IMK2120U)

How do I register for a Digital Life certificate?

Pensioner's information like Pension Aadhaar number, Pensioner Name, PPO Number, Bank Account detail, Address, Mobile number etc are fed into the system through web based / client interface and finally pensioners person information are authenticated using the Aadhaar number and pensioner has to put his finger on to the finger print scanner or eye on the Iris scanner.

After successful authentication, Pramaan ID / the transaction number is displayed on the screen and same has is sent to Pensioner's mobile as SMS from the portal.

The portal generates Electronic Jeevan Pramaan for the successfully authenticated pensioner and it is stored in the central Life Certificate Repository database.

The disbursing Bank can access and get the Jeevan Pramaan certificate from the portal for his pensioners through the electronic data transfer mechanism created between the portal and Bank server.

Pensioner has to inform to the Bank that his Jeevan Pramaan has been generated through online registration from Jeevan Pramaan portal.

Is it necessary for a Pensioner to be in India for getting a Jeevan Pramaan?

No, Pensioners can use Android / Windows PC based application available for download at jeevanpramaan.gov.in portal and may register from any location.

How many times individual has to register in a year?

Individual has to register once and later he can generate Jeevan Pramaan using Biometric authentication.

Is the online registration chargeable?

Jeevan Pramaan Centres may charge a maximum of Rs.10 for submission of Digital Life Certificate.

Is electronic Jeevan Pramaan a must for the pensioner?

No, this facility has been given to get hassle free Life Certificates. The conventional life certificates are also valid.

What is the procedure for getting Aadhaar Number?

Contact nearest Aadhaar Enrolment Centre in your city for getting a Aadhaar Number. You can find permanent Aadhaar Enrolment Centres from UIDAI website <https://appointments.uidai.gov.in>

Is this certificate valid?

Yes, Digital Life Certificate is a valid certificate and recognized under the IT Act. The system benefits the pensioner from having to go before the Pension disbursing Authority to prove that he/she is alive.

ANNEXURE - III (F)

II. Non-employment Certificate

I declare that I have not received any remuneration for serving in any capacity in any establishment or the State / Central Government or a Government Undertaking or from the Local Fund from _____ to _____

I declare that I have not accepted any employment under any Government out side India after obtaining / without obtaining sanction of the Government (to be furnished by the Gazetted Officer only)

I declare that I have been employed / Re-employed in the Office of _____ and in receipt of the following employments during the period from _____

I declare that I have accepted commercial employment after obtaining / without obtaining sanction of the Government (to be furnished by the Gazetted Officer) during first two years from the date of retirement.

"Attested"

Signature of Pensioner
PPO No. _____

Signature & Designation of
Gazetted Officer with Office Seal

Annexure - III(C)

III. Certificate of Non-Marriage for Family Pensioners

Yearly declaration of the family pensioners whose pensions are terminable on their marriages or remarriage This certificate is to be furnished to the T.O.P.P.O. / Bank or whether the account is held during the month of November.

P.P.O.No. _____

I declare that I am not married that I have not been married during the past one year.

Signature / LTI of the Pensioner
Name of the Pensioner W/o. (Late)

I certify that to the best of my knowledge and belief the above declaration is correct.

Signature and Designation of
Gazetted Officer with seal.

[APPLICATION & DECLARATION FOR DRAWAL OF PENSION THROUGH BANK]
(As per Para 41 of G.O. Ms. No. 213, Finance Department, Dated 19-12-1997)

To,
The Asst. Pension Payment Office,

Sir,

Sub : Payment of Pensions through Banks - Regarding.

Ref : G.O. Ms. No. 213, Finance & Planning (FW-PSC) Department Dated 19-12-1997

As per the provision contained in the scheme of Payment of Pensions through Banks brought into force by the Government Order cited, I request you to credit the amount of my pension through my nominated Bank. I give below the details along with three Photos.

1. Name of the Pensioner, Family Pensioner :
(in Capital Letters)
2. Name of the Bank :
3. Name of the Branch :
4. Pension Payment Order No. :
5. Amount of Monthly Pension :
(a) Pension Rs.....
(b) Relief Rs....
6. Saving Bank Account No. :
7. Life Time arrears and Family Pension Nominee :
8. Permanent Address :

I agree to the conditions regarding giving Annual Certificates as prescribed in the rules.

I hereby declare that I and my heirs and successors accept the liability of making good to Government, over Payment if any made to me under the scheme.

I also agree undertake that any amount of Excess / Wrong Payment of Pension credited to my above Saving Bank may be recovered or Withdrawn from the said Saving Bank by the said Bank.

Yours Faithfully

Signature of the Pensioner / Family Pensioner

**(ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)
MODEL MANDATE FORM**

1. 9 Digit Code Number of Bank & Branch appearing
on the MICR cheque issued by the Bank

2. Account Number

Certificate that the Particular furnished above are correct as per our Bank records

3. IFSC Code

*Signature of the authorised
Official of the Bank*

**CERTIFICATE (in case of Direct Family Pension)
(TO BE FILLED BY THE DRAWING & DISBURSING OFFICER)**

Certified that Smt/Sri _____ w/o h/
o of late _____ as appointed as
_____ on Compassionate grounds in this office
with effect from _____. She/He is being paid the Dearness
Allowance eligible to her at the rates sanctioned by the Government from time to time.

As per the declaration filed by the individual, She/He is not drawing any D.R. on the Family Pension being drawn vide PPO-NO _____ from the Sub-Treasury/Pension Payment Office.

SIGNATURE AND OFFICE SEAL

Station:

Date:

**DR YSR AROGYA SRI HEALTH CARE TRUST
GOVERNMENT OF ANDHRA PRADESH**

Claims Processing:

All the claims processing shall be carried out electronically through the Trust portal. Payments to all the NWHs shall be made through electronic clearance facility of the Trust. The claim intimation, collection of claim documents, scrutiny of claim documents shall all be done through the Trust portal. The Trust shall follow the claim control number generated by the Trust portal for further reference. The grant of pre-authorisation by the Trust shall constitute the prima-facie evidence for any claim. Admission of a claim rests solely on three conditions viz., grant of pre-authorization for the listed therapy including changes in listed therapy necessitated by the exigencies of the case during management and intimated to the Trust within the shortest possible time, claim amount being limited to pre-auth amount, and evidence of performance of a listed therapy. An intra operative photograph or a scar photo or a case sheet is sufficient evidence for settlement of a claim. Decision of Trust on any claim settlement shall be final. As soon as the claim lands with the Trust, the following verification alone needs to be performed.

- Verification of identity of the patient
- Verification whether the claim amount is limited to pre-authorised amount.
- Verification of case management as per the pre-authorisation.
- Verification of evidence of treatment.
- Upon the performance of a listed therapy the NWH initiates a claim. The claim will consist of the identity of patient, pre-authorized listed therapy and pre-authorized amount with enhancement if any, and evidence of performance of listed therapy in the form of an intra-operative photograph or a scar photograph linking the identity of the patient with the therapy or case sheet.
- The Trust upon receipt of the claim shall verify the identity, listed therapy, amount of the claim and evidence
- Upon confirmation by means of a photograph or a medical record such as a case sheet that the listed therapy has been performed, the claim shall be settled and payment made to the NWH within 7 days.
- If the Trust is unable to establish the performance of the listed therapy in the first round of claims scrutiny, the Trust will be allowed to return the claim requesting for specific information from the NWH. Any such request or clarification by the Trust shall not result in additional investigations or diagnostic reports to be performed afresh by the NWH.
- The Trust shall be allowed to send a claim back to NWH for any clarifications only once before final settlement. All remarks relating to the claim ranging from non-medical to medical queries shall be consolidated before being sent back to the NWH.
- An additional time of 7 days will be allowed in case of claim is sent back to the NWH for clarification.
- The Trust issues guidelines from time to time for pre-authorisation and claims settlement which shall be followed scrupulously.

Claim reduction and repudiation

- Reduction: The settlement of a claim shall be to the full extent of the package price or pre-authorization amount whichever is lower. No

disallowance can be made to a claim unless approved by the scheme technical committee of the Trust.

- Repudiation: The Trust may repudiate a claim for reason of not being covered by the policy under intimation to Scheme Technical Committee.
- An appeal lies to the Appellate Committee either against repudiation (rejection) as defined in Term 12.4 (ii) or reduction of claim as defined in Term 12.4 (i) under Term 12.5 within 3 months from date of repudiation advice or settlement of claim.

Appeal

- The NWH shall have a right of appeal to approach the appellate committee consisting of the Chief Medical Auditor, a member selected by the Trust from out of the panel of specialist doctors not related to the NWH and provided by the NWH, under the chairmanship of CEO. The quorum for this committee shall be three members present and voting, and majority opinion shall prevail. The decision of this appellate committee shall be final and binding on the Trust and the NWH. This right of appeal shall be mentioned by the Trust in every repudiation advice given as per Term 12.4.
- The Appellate Committee shall have the power to re-open a claim if properly supported by documentary evidence.
- The Appellate Committee shall have the right to reopen a settled claim and direct the Trust to settle for an appropriate amount within a period of 3 months of settlement of the claim. The Trust further agrees to provide access to the Appellate Committee their records for this purpose. All the claims settled by the Trust to the network hospitals based on the bills received from the hospitals in conformity with the package price arrived at and also based on the pre-authorization given by the Trust shall be reckoned as final and not subject to any reopening by any authority except Appellate Committee.

Claim float and Bank Account

The Trust will have a separate Bank account to pay the NWH making a valid claim and all payments will be electronically cleared on the Trust portal. Detailed reports will be made available online on a real-time basis.

**DR. YSR AAROgyASRI HEALTH CARE TRUST
GOVT. OF A.P.**

CIRCULAR

No.Dr.YSRAHCT/ 4832 /P&C(Circulars to NWHs)/2020, Dt. 18.11.2020

Sub : Dr. YSRAHCT - P & C Dept., - Instructions to uphold the spirit of the Aarogyasri Scheme - Do not encourage treatment under cash mode for reimbursement under CMRF for Aarogyasri covered procedures - Disciplinary action against such NWHs - Instructions issued.- Reg.

Ref : 1. Hon'ble Chief Minister Review meeting held on 10.11.2020.

2. Note from Special officer to Chief Minister, Govt., AP dated 11.11.2020

The State Government has included 2434 procedures covering most of the health ailments under Dr YSR Aarogyasri scheme and enhanced the annual financial assistance for treatment under the scheme from 2.5 Lakhs to 5 Lakhs per family and further enabled all the families ,with up to Rs 9 lakhs annual income, to be eligible for getting the Aarogyasri health cards, paving the way for Universal Health Coverage.

The Government has affirmed that the core objective of providing cashless treatment under Dr YSR Aarogyasri Scheme shall not be diluted in any manner and all the eligible beneficiaries must be encouraged to avail the free treatment under the scheme and further Dr YSR AHCT has been directed to take stringent measures against such incidents.

Measures to be taken by the Network Hospitals:

1. When a patient approaches the Network Hospitals, in the first instance, they have to verify whether the patient is an Aarogyasri card holder or not- And if the patient is Aarogyasri card holder then he / she must be provided end to end cashless treatment under Aarogyasri scheme.
2. If the patient is eligible beneficiary, but fails to bring the Aarogyasri health card, it must be kept in the notice of Aarogyamithra who in turn must assist the patient to avail the cashless treatment under Aarogyasri scheme with the help of other evidences like Aadhar card number or Aarogyasri card picture through whatsapp /other apps or UHID number.
3. In case, if the treatment procedure/Specialty required for the patient is not available at the visiting hospital, such patients must be sent to aarogyamithras for further guidance and counselling ,so that such patients can avail free treatment in the nearest NWHs where such speciality is available.

In this regard, patients should not be denied cashless treatment under YSR Aarogyasri scheme under the pretext that patient has not brought the Aarogyasri card during the visits and if any such incidence of doing treatment under cash mode for Aarogyasri procedures informing the patients that same can be reimbursed under CMRF, will be viewed seriously. Any grievance / complaints, brought to the notice of Trust on any of the above grounds and proved to be genuine, then such network hospitals will be immediately delisted from Dr YSR Aarogyasri scheme.

**Chief Executive Officer,
Dr. YSRAHCT.**

**GOVERNMENT OF ANDHRA PRADESH
FINANCE (HR.III-PENSIONS.I) DEPARTMENT**

Circular Memo.No.Fin 01.34021/125/2018-SO(HR.3-Pen- I) Dt: 20-12-2018

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3. Memo.No.FIN01.34021/125/2018-SO(HR.3-Pension.I)Dept,dt.30.10.2018

4. Minutes of the Meeting dt.15.11.2018.

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(P.T.O.)

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In respect of Pensioners with worn-out Finger Prints, the Digital life certificates may be obtained in Sub Treasuries using Iris Scanners to be provided by APCFSS. In case of nonavailability of Iris Scanners, Physical life Certificates may be obtained from all such Pensioners, which are attested by any Gazetted Officer working within in the jurisdiction of the Sub Treasury or Pay Bank Manager from where the Pensioner is drawing his pension.

In respect of the Pensioners who directly visit the Sub Treasury for submission of Physical Life Certificates due to finger prints problem, the STO/ATO can verify the Pensioner and attest in the Physical life (Annual Verification) Certificate.

In respect of Bed ridden Pensioners, the DTA may take steps to depute the STO concerned where the Pensioner is staying for verification of Pensioner and obtaining Digital/Physical life certificate. Where the Physical life certificate is obtained, it may be despatched to the Sub Treasury concerned by Registered Post, where the Pension record of the Pensioner is available. On receipt of such Physical life certificate in the home Sub Treasury, the STO concerned shall verify the Pensioner thro' video calling facility and compare the image of the Pensioner in the video call with that available in Pension record and confirm the receipt of Physical life certificate.

- vi. In respect of the Pensioners residing in Foreign Countries, they may submit their Physical life Certificate certified by an attorney/diplomatic representative of India functioning in that country. However such Pensioner shall personally appear before the Treasury Officer concerned for Personal Verification whenever they Visit India.
- vii. Pensioners shall compulsorily submit the Digital/Physical life Certificates in respect of Pension(s) drawn by them every 12 months failing which payment of pension shall be stopped until resubmission of life certificate by the Pensioner.
- viii. The period of submission of Digital/Physical life certificate will be limited to 2 months (Jan/Feb only) from the Year 2020 onwards.
- ix. The DTA shall send Proposals for revision of AVC form, if necessary.

The CEO, APCFSS, Ibrahimpatnam is requested to supply sufficient number of Iris scanners to Treasury Department as already permitted vide Memo No. 31021/115/A1/2017 Dt. 08.01.2018 of Finance (HR.V) Dept.

PEEYUSH KUMAR
SECRETARY TO GOVERNMENT

To
All the Departments of Secretariat, Velagapudi
The Principle Accountant General (A&E), AP., Hyderabad
All the Heads of Departments
The Director of Treasuries & Accounts, AP, Ibrahimpatnam.
The CEO, APCFSS, Ibrahimpatnam
Copy to General Secretary, APTSA for favour of information.
Copy to Director, MeeSeva for favour of information and with a request to issue necessary instructions to all MeeSeva centres in the State.

//FORWARDED BY ORDER//

Lakshmi Devi
SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH
TREASURIES AND ACCOUNTS DEPARTMENT

Cir.Memo.No.04/1381/2019 (Comp.No.1131573)Ded:12/11/2021

Sub:	P.S.T& A Dept.- Pensions: Obtaining Annual Verification (Life) Certificates from pensioners w.e.f 01.01.2022- Instructions- Issued- Reg
Ref:	Govt. ir.Memo.No.FIN01-34021/125/2018-SO(HR.3- Pen-I) Did. 20.12.2018 of Fin(HR.III- Pensions.I) Department



Attention of all the Deputy Directors of District Treasuries in the state and ATO. CRT. Ibrahimpatnam is invited to the subject and reference cited. They are informed that the Period of submission of Digital Physical life certificate will be limited to two months i.e., w.e.f 01.01.2022 to 28.02.2022 only in the calendar year 2022, as per the circular instructions issued by the Government indie reference cited. Remaining instructions are the same as mentioned in there ference cited.

They are also informedtal L any new development insubmission of Tife certificate is tken place they will be informed immediately.

Sd/ - N. Mohana Rao

Director of Treasuries and Accounts

To

All the Deputy Directors of District Treasures in the state thro' FTP only
The ATO, CRLO DIA Ibrahimpamam

EMERGENCY ADMISSION CERTIFICATE

This is to certify that Mr. / Mrs./Ms..... S/o. D/o/

W/o.....aged about

.....admitted in our hospital in

.....Department under emergency on

..... at am / pm.

The provisional diagnosis is

**Signature and designation of the
attending medical authority**

FORMS AND CERTIFICATES

APPENDIX II FORM

APPLICATION FOR CLAIMING REFUND OF MEDICAL EXPENSES INCURRED IN CONNECTION WITH MEDICAL ATTENDANCE AND TREATMENT OF GOVERNMENT SERVANT AND THEIR FAMILIES

1. Name and Designation & Section :
(in Block Letter)
2. Office of the employee :
3. Pay of the Govt. Servant as defined in FRs
and other employments which should be shown :
separately
4. Place of duty :
5. Full Residential address with door No
And name of the Mohalla :
6. Name of the patient, his / her relationship
to the Govt. Servant. In case of children
state age also :
7. Place at which the patient fell ill :
8. Nature of illness and its duration :
9. Details of amount claimed, cost of
Medicines purchased from the Market /
List of medicines / cash memos, and the
Essentiality certificate should be attached
Each in duplicated signed by treatment doctors :

10. Total amount claimed

: Rs.

11. List of Enclosures

i. Check List	[]	ii. Essential Certificate	[]
iii. Emergency Certificate	[]	iv. Discharge summary	[]
v. Consolidation Bills	[]	vi. Medical Cash bill	[]
vii. Operation Notes	[]	viii. Dependence certificate	[]
ix. Non-Drawal Certificate	[]		
x Referral proceedings	[]		
xi Reports	[]		
xii Pension	[]		
xiii Others_____	[]		

**DECLARATION TO BE SIGNED BY THE
GOVERNMENT SERVANT / PENSIONER**

I hereby declared that the statement in the application is true to the best of my knowledge and belief and that the person from whom medical expenses were incurred is a member of my family as defined under the Government servant Medical attendance rules 1972 and wholly dependent upon me.

**Signature of Forwarding authority
and office to which attested**

Signature of Govt. Servant / Pensioner

CHECKLIST

1	Name and Address of the employee Employee Code	
2	If Retired a) Date/ Year of Retirement b) Designation c) P.P.O.No.	
3	Communication of the Applicant Address For all purposes with cell No.	
4	Name and Address of the Hospital a) Whether it is Private Hospital (or) Recognized Hospital b) Whether referral Letter produced (or) Recognized orders to be enclosed along with the proposals	
5	Whether the Medical Reimbursement Proposal sent within 6 Months from the Date of discharge.	
6	Whether the following are enclosed 1) Appendix-II duly attested by the Head of the office 2) Emergency Certificate 3) Discharge Summary 4) Non drawl certificate 5) Essentiality certificate, attested by the authorized doctor, who undertakes treatment 6) If the Patient is dependent on the Govt. Employee-An employee certificate and dependency certificate are to be enclosed with the Medical Reimbursement Proposals. 7) In case of the dependents of deceased Govt. Employee/Retired employee whether legal heir certificate is enclosed (or) not. 8) Whether the medical reimbursement proposal is prepared and submitted with reference to G.O. Ms.No.74 H.M.& FW (K1) Dept.dt.15-03- 2005 and G.O.Ms.No. 60HM &FW(K1) Dept. dt 15-10-2003 and also G.O. Ms. No. 105 HM & FW(K1) Dept. dt.09-04-2007 and also G.O. Ms.No180 dt. 11-05-2006	
7	Whether the medical reimbursement claim is processed through the drawing officer and received with in the stipulated time.	
8	And whether the availment of No. of installments recorded (or) not.	
9	Whether an entry is made in the Service Register (or) not for previous claim	

SIGNATURE OF FORWARDING AUTHORITY

DECLARATION CERTIFICATE

I (Full name & Designation here by
declare that my father / Mother Sri / Smt.has no property or
income of his / her own and that he / she is wholly dependent upon me

Station:

.....

Date:

Signature & Designation

ESSENTIALITY CERTIFICATE

I Certify that Mrs. / Mr. / Miss Wife / Son /Daughter
of Mr/Mrs..... employed in the
..... has been under my treatment for
diseases fromto at
.....Hospital / my consulting room and that the under mentioned
medicine prescribed by me in this connection were essential for the recovery / prevention of
serious deterioration the condition of the patient . The Medicines are not stocked in the
.....Hospital (for supply to patients) and do not include proprietary
preparations for which cheaper substance of equal therapeutic value are available or
preparations which are primarily foods, toilets of disinfectants.

Name of Medicines	Price
.....
.....
.....

Signature and Designation of Authorized Medical Attendant
Signature of the Medical Officer in charge in the case of the hospital

MEDICAL REIMBURSEMENT FORWARDING LETTER

From:
M.E.O

.,-----

To:
The Director of School Education
Hyderabad.

Lr.No:

Dt:

Sub:Medical Reimbursement – Submission of Medical Reimbursement
proposals of -----, Office of the -----
Mandal: ----- Dist: ----- – Submitted – Requested – Regarding.

Ref: 1) G.O.Ms No. 161, H.M & F.W (KI) Dept., Date: 05.05.2000
2) G.O.Ms No. 74, H.M & F.W (KI) Dept., Date: 15.03.2005
3) G.O.Ms No. 40, Edn. (Ser.v) Dept., Date: 07.05.2002
4) Essentiality & Emergency Certificates issued by Medical Superintendent
5) Individual Application.

With reference to the above cited subject I am submitting herewith the Medical
Reimbursement proposals in respect of Sri. -----
, Mandal ----- District ----- for treatment of ----- at --
----- **Hospital,**----- **From**----- **to**-----

Hence kindly sanction the Medical Reimbursement to the above teacher to meet Medical
Expenses.

It is submitted for favour of action.

Thanking you Sir,

Yours faithfully

-----,

Encls

Medical Reimbursement proposals along with necessary bills.

NON DRAWAL CERTIFICATE

Certified that the claim of reimbursement of medical expenses incurred by

Sri..... retired/

working as on his treatment

forto at

.....Hospitals amounting to

Rs..... (Rupees

..... Only) was neither preferred nor drawn

previously.

Signature and designation

APPLICATION FOR MEDICAL REIMBURSEMENT

1. Name of the Teacher & Post and Employee Code :=====
2. Name of School and Mandal :-----
3. Name of the Patient and his relationship with Teacher :-----
4. Name of Disease for which Treatment/Surgery Executed :-----
5. Period of Treatment :-----
- 6) Name of the Hospital & RC No with which Referral status Sanctioned :-----
7. Total Amount Claimed :-----

8. List of Endosures submitted in 1+2 Copies

- a) Appendix –II () b) checklist() c) Non drawal certificate ()
- d) Emergency certificate() e) Essentiality certificate() f) Dependence certificate()
- g) Discharge summary() h) Medical bills() i) Operation notes ()
- j) Pension order() k) referral proceedings() l) Reports() k) Others -----

9. Remarks:

Certified that the Proposals are submitted as per rules and procedure as existing rules amended from time to time.

Solicit favourable further orders in this regard.

Thanking you

Yours obediently

Endosures: all the above in column 8

By Regd.Post

From:

To
The Commissioner &
Director of School Education, A.P.
O/o Director of School Education,
Near: Telephone Bhavan,
Saifabad,
Hyderabad.

L. Dis No. _____/20 Dated: _____

Respected Sir/Madam

,

Sub: Medical Attendance-Submission of Medical
Reimbursement Proposals of Smt /Sri. _____

Assistant /pensioner /FP of _____

School, Regarding.

Ref: 1) GO Ms. No 105M& H Dt. 09-04-2007
2) GO Ms.No 40Edn Dt 07-05-2002
3) Proposals Received from the Concerned Teacher.

The Proposals for Medical Reimbursement Received from the Incumbent are here with submitted as detailed below for taking further necessary action in this regard.

1. Name of the Teacher & Post and Employee Code :=====
2. Name of School and Mandal :-----
3. Name of the Patient and his relationship with Teacher :-----
4. Name of Disease for which Treatment/Surgery Executed :-----
5. Period of Treatment :-----
- 6) Name of the Hospital & RC No with which Referral status Sanctioned :-----
7. Total Amount Claimed :-----
8. List of Enclosures submitted in 1+2 Copies
 - a) Appendix-II () b) checklist () c) Non drawal certificate ()
 - d) Emergency certificate () e) Essentiality certificate () f) Dependence certificate ()
 - g) Discharge summary () h) Medical bills () i) Operation notes ()
 - j) pension order () k) referral proceedings () l) Reports () k) Others -----

9. Remarks:

Certified that the Proposals are submitted as per rules and procedure as existing rules amended from time to time.

Solicit favourable further orders in this regard.

Thanking you

Yours obediently

Enclosures: all the above in column 8

APPENDIX --- II

APPLICATION FOR CLAIMING REFUND OF MEDICAL EXPENSES INCURRED IN CONNECTION WITH MEDICAL ATTENDANCE AND OR TREATMENT OF GOVERNMENT SERVANT AND THEIR FAMILIES.

1. Name and Designation
(In Block Letters) :
 2. Office in which employed :
 3. Pay of the Govt.Servant as defined in F.Rs.
And other emoluments which should be
Shown separately :
 4. Place of duty :
 5. Full residential address with D.No. and
Name of the Mohalla :
 6. Name of the patient him/her relationship to
The Govt.servant(In case of children
Stage age) :
 7. Place at which patient fall ill :
 8. Nature of illness and its duration :
 9. Details of amount claimed, cost of medicines
Purchased from the market, list of medicines
Cash memos and the essentially certificate
Should be attached each in duplicate signed
By treatment doctor. :
 10. Total amount claimed :
 11. List of enclosures :
- | | | | |
|----------------------------|-----|------------------------------|-----|
| I. Check List | [] | ii. Essential Certificate | [] |
| iii. emergency Certificate | [] | iv. Discharge summary | [] |
| v. Consolidation Bills | [] | vi. Medical Cash bill | [] |
| vii. Operation Notes | [] | viii. Dependence certificate | [] |
| ix. Non-Drawal Certificate | [] | | |

DECLARATION

I hereby declare that the statement in this application are true to the best of my knowledge and belief and that the person from whom medical expenses were incurred is a member of my Family as defined under the Govt.Servant Medical attendance rules and wholly dependent upon me.

Signature of Forwarding
Authority

signature of govt servant