



To

NO. S.O. (PH) 17-1 / 89 (P)  
GOVERNMENT OF THE PUNJAB  
HEALTH DEPARTMENT

Dated Lahore, the 4<sup>th</sup> January, 2012

1. The Vice Chancellor,  
King Edward Medical University, Lahore
2. All the Principals / Heads of  
Autonomous Medical & Health Institutions in the Punjab
3. All the Medical Superintendents of  
Teaching, DHQ & THQ Hospitals in Punjab
4. All the Executive District Officers (Health) in Punjab

SUBJECT:

**RE-IMBURSEMENT OF MEDICAL CHARGES.**

I am directed to refer to this Department's earlier instructions circulated vide letter No. S.O. (PH) 17-1 / 89, dated 23-08-2005 & 15-11-2006; on the above cited subject.

2. I am further directed to convey serious concern regarding non-compliance of the rules / instructions of the Government pertaining to the medical treatment and subsequent re-imburement of medical expenses pertaining to the employees of the Provincial Government by the attending / treating doctors of Provincial Government Hospitals. The attending doctors usually refer the Provincial Government employees and their dependent family members to the non-Provincial Government / Private Hospitals at their own convenience / employees will without justifying the reasons for referral. This situation is creating administrative and financial implications for the Government. In order to avoid such situation, it has been decided that:

- i. No patient shall be referred to the hospitals other than Provincial Government Hospitals without solid justification / reason;
- ii. All the Referral Slips issued by the attending doctor shall be verified / counter-signed by the Medical Superintendents / Additional Medical Superintendents concerned;
- iii. Referral Certificate should bear the name of the employee / patient, OPD / Indoor Number, name of hospital where referral is made, reason for referral, and shall have signatures with by-name official stamp of the attending doctor, and counter-signed by the Medical Superintendent / Additional Medical Superintendent concerned with hospital seal;
- iv. Referral on private letter heads / pads shall not be acceptable in any case;
- v. RMC Claims shall not be recommended by the S.M.B. unless routed through the Health Department;

- vi. The Non-Availability Certificate (NAC) shall be on proper Format already circulated vide this Department's letter No. S.O. (PH) 17-1 / 89, dated 26-01-2006;
- vii. All the prescription Slips and Voucher Lists shall be signed by the attending / treating doctor, Hospital Pharmacist, and countersigned by the Medical Superintendent / Additional Medical Superintendent concerned as per instructions of this Department's letter No. S.O. (PH) 17-1 / 89, dated 23-08-2005.
- 3. It is further informed that all the Medical Superintendents of Provincial Government Hospitals have also been authorized to refer the entitled Provincial Government employees and their dependent family members to the non-Provincial Government / Private Hospitals in case of emergency justifying reasons and, after completing all other codal formalities.
- 4. You are once again requested to strictly adhere to the above mentioned instructions in order to facilitate the Government servants.

*M. Nasir Mahmood Shakir*  
 (DR. NASIR MAHMOOD SHAKIR)  
 SECTION OFFICER (PH)

NO & DATE EVEN

Copy of the above is forwarded for information & necessary action to the:

*Finance*

SO E&A (FD)  
 No. 96  
 Date 12/1/2012

AFS (B)  
 Diary No. 88/2012  
 Dated 12/1/2012

*Ministry of Health  
 Govt. of Punjab  
 LPA &  
 2012*

*DSG Admin APS (B)*  
*12/1/2012*

1. All the Administrative Secretaries to Government of the Punjab.
2. All the Heads of Attached Departments, Government of the Punjab.
3. Director General, Health Services, Punjab, Lahore.
4. All the Divisional Commissioners in Punjab.
5. Registrar, Lahore High Court, Lahore.
6. Secretary, O/o Provincial Ombudsman, Punjab 2-Bank Road, Lahore.
7. Secretary, Punjab Public Service Commission, Lahore.
8. All the District & Sessions Judges in Punjab.
9. All the District Coordination Officers in Punjab.
10. All the Directors Health Services in Punjab.
11. Manager, Government Printing Press, Lahore for its publication in weekly official Gazette.
12. Senior Law Officer, Health Department.
13. P.S.O. to Chief Secretary, Punjab.
14. P.S.O. to Secretary to Government of the Punjab, Health Department.
15. P.S. to Special Secretary to Government of the Punjab, Health Department.
16. P.A. to Additional Secretary (Establishment), (Administration), (Development) & (Technical), Health Department.
17. Master File (S.O. (PH) 17-1 / 89 (V-III)).

*M. Nasir Mahmood Shakir*  
 (DR. NASIR MAHMOOD SHAKIR)  
 SECTION OFFICER (PH)

Branch Finance Dept  
 2022  
 12 JAN 2012  
 Govt. of the Punjab

D.S. (Admin) F.D.  
 No. 96  
 Date 12/1/2012