DELHI JAL BOARD, GOVT. OF N.C.T. OF DELHI
DEPUTY DIRECTOR(LABOUR WELFARE),
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OFFICE ORDER No:- 13

Date:- 28.07.2026

Subject: Implementation of revised procedure for Medical Screening Committee (MSC) under Delhi Jal Board Employees Health Scheme (DJBEHS).

In pursuance of the approval of the Competent Authority regarding the reconstitution of the Medical Screening Committee (MSC) and streamlining of the scrutiny and disposal of medical reimbursement cases under the Delhi Jal Board Employees Health Scheme (DJBEHS), the following instructions shall be followed by all Drawing & Disbursing Officers (DDOs), Medical Officers In-charge (MOIs) and other concerned officers with immediate effect:

1. The Medical Screening Committee (MSC) shall comprise three (03) Medical Officers In-charge (MOIs) nominated on a rotational basis.
2. The quorum for every meeting of the MSC shall be two (02) MOIs.
3. The MSC shall ordinarily hold its meetings once every fortnight or more frequently, if considered necessary in the interest of expeditious disposal of cases.
4. The meetings shall ordinarily be held from 10:00 A.M. to 2:30 P.M., with a lunch break from 1:00 P.M. to 1:30 P.M.
5. All DDOs shall ensure that medical reimbursement claims are submitted to the Labour Welfare Office complete in all respects along with all prescribed documents to avoid unnecessary delay.
6. The Medical Officer In-charge shall, as far as practicable, obtain all necessary clarifications directly from the concerned empanelled hospital, treating doctor or diagnostic centre. Medical reimbursement files shall not ordinarily be returned to the concerned DDO merely for routine clarifications where such information can be obtained directly by the MOI.
7. All OPD/IPD medical reimbursement claims shall be examined strictly in accordance with the provisions of DJBEHS, Central Services (Medical Attendance) Rules, 1944, Government of India instructions, CGHS/DGHS guidelines and approved package rates, as amended from time to time.
8. Wherever clarification regarding treatment, admissibility of medicines, procedures, package rates or hospital bills is required, the concerned MOI shall endeavour to obtain the same directly from the hospital to facilitate time-bound disposal of claims.
9. Credit Facility cases, complete in all respects and not requiring administrative verification, may be placed directly before the MSC by the concerned MOI without routing the case through the concerned DDO.

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P.T.O.

10. Cases decided by the MSC shall ordinarily be forwarded to the concerned DDO/Administrative Branch within three (03) working days from the date of the meeting for further necessary action.
11. All DDOs shall extend full cooperation and ensure prompt submission of any information or record sought by the Labour Welfare Office/Medical Screening Committee for timely settlement of medical reimbursement claims.
12. These instructions shall come into force with immediate effect and shall remain in force until further orders.

This issues with the approval of the Competent Authority.

V.K.S. 28/07/2026

(Vinod Kumar Singh)
Dy. Director (LW)

All DDO's

No. DJB/DD (LW)/DJBMSC/2026/D- 26787 **Date:-** ~~28~~ 29**.07.2026**

Copy to:-

1. PS to CEO, DJB :- for kind information.
2. PS to Member (A)/(F)/(W)/(Dr.)
3. PS to Director (A&P)/(F&A)/(Revenue)/(PR)/(Vigilance)
4. All Dy. Directors/All MOIc.
5. In-charge (EDP) – for uploading the same on DJB website.

V.K.S. 28/07/2026

Dy. Director (LW)

D.D (LW) Proj I

Dy. Director (LW)
Delhi Jal Board, Office ID
Dy. No. 1338 dt. 31/7/26

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03/08/2026