

Annexure-‘ B’

To look after the referral cases of Mediclaim, empanelment of hospitals, preparing of hospitals bills of the patients, ECS payment details of patients and hospitals, maintaining bill register and expenditure register, sanction order, RTI, LAQ's, Court matter. Overall supervision and work related to Audit. To look after relaxation cases. Maintaining referral register and relaxation register. To look after ECS of all bills relating to Mediclaim Section. Attending to the public and any other work entrusted by the superiors.

Handling overall work of Deen Dayal Swasthya Seva Yojana and SABY typing work of self , attending public , remitting payment to private hospitals, keeping record such as maintaining cash book, bank reconciliation statement , Any other work entrusted by the superiors.