No. PB/17/6/2023-Estt.II
केन्द्रीय प्रशासनिक अधिकरण
CENTRAL ADMINISTRATIVE TRIBUNAL
प्रधान न्यायपीठ
PRINCIPAL BENCH

2025
International Year of Cooperatives
Cooperatives Build a Better World

फोन/Phone: 011- 23385097
ई.मेल/E-mail: estt-cat@gov.in
61/35, कॉपरनिकस मार्ग/61/35, Copernicus Marg,
नई दिल्ली – 110001/New Delhi – 110001.
दिनांक/Date: **20.05.2025**

OFFICE ORDER

In continuation to this Office order of even number dated 15.12.2023, 16.05.2024, 08.08.2024, 13.09.2024, 13.12.2024 and 08.04.2025, the Competent authority, CAT Principal Bench, New Delhi has been pleased to approve the Standard Operating Procedure to be followed by all Officers/officials while applying for reimbursements through e-HRMS 2.0 portal.

2. A copy of the Standard Operating Procedure is enclosed herewith for strict compliance.

3. Hindi version will follow.

Encl.: As above.

(Surat Singh)
Joint Registrar/Nodal Officer

Copy to:

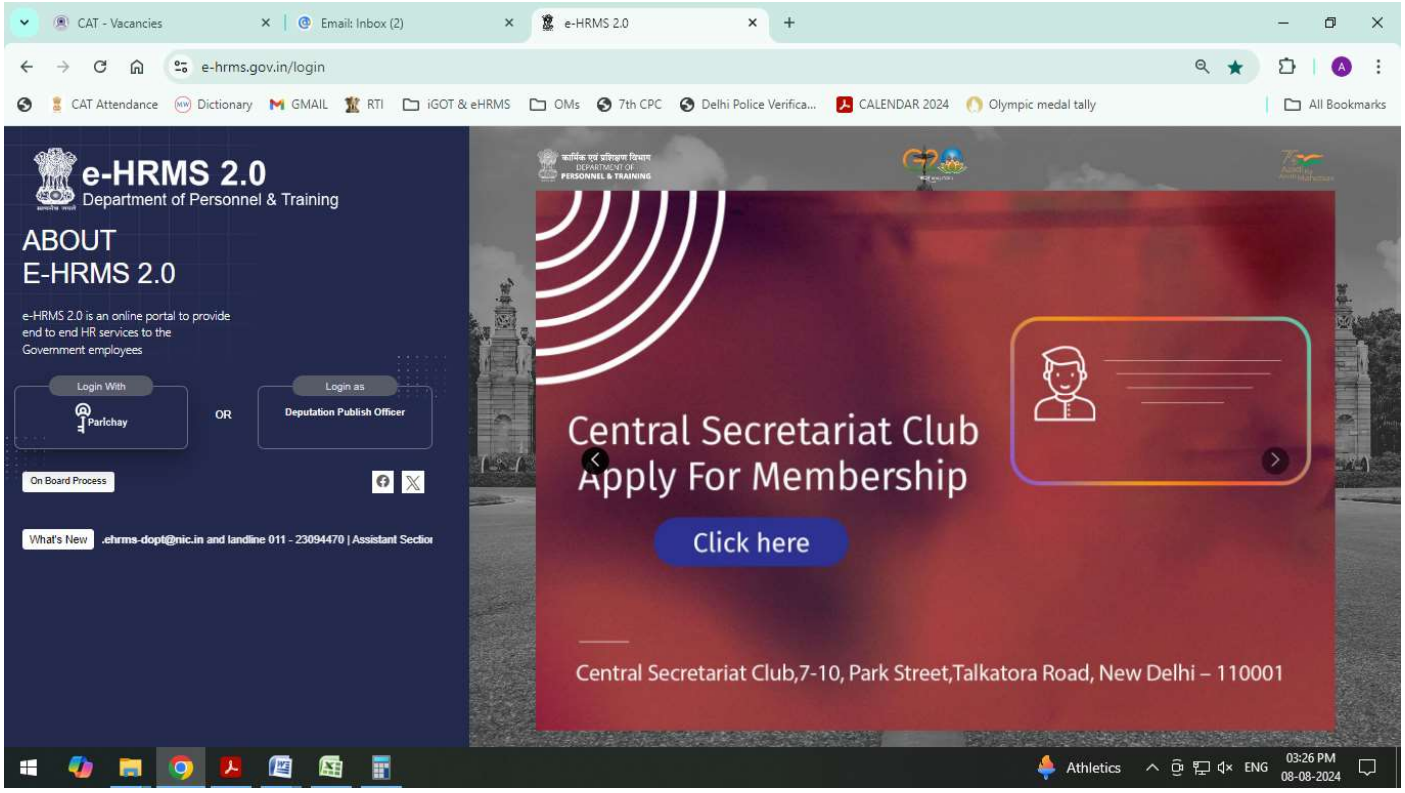
1. Sr. PPS/Dy. Registrar (P) to the Hon'ble Chairman, CAT PB, New Delhi.
2. PS to the Principal Registrar, CAT PB, New Delhi.
3. PS to the FA&CAO, CAT PB, New Delhi.
4. PS/PAA to the Registrar/Jt. Registrar, CAT PB, New Delhi.
5. All Dy. Registrars/PPS, CAT PB, New Delhi.
6. The L&IO/AD (OL), CAT PB, New Delhi.
7. All SO/CO/PS/AO, CAT PB, New Delhi.

With a request to bring this Office order to the notice of all Officers/officials working under them.

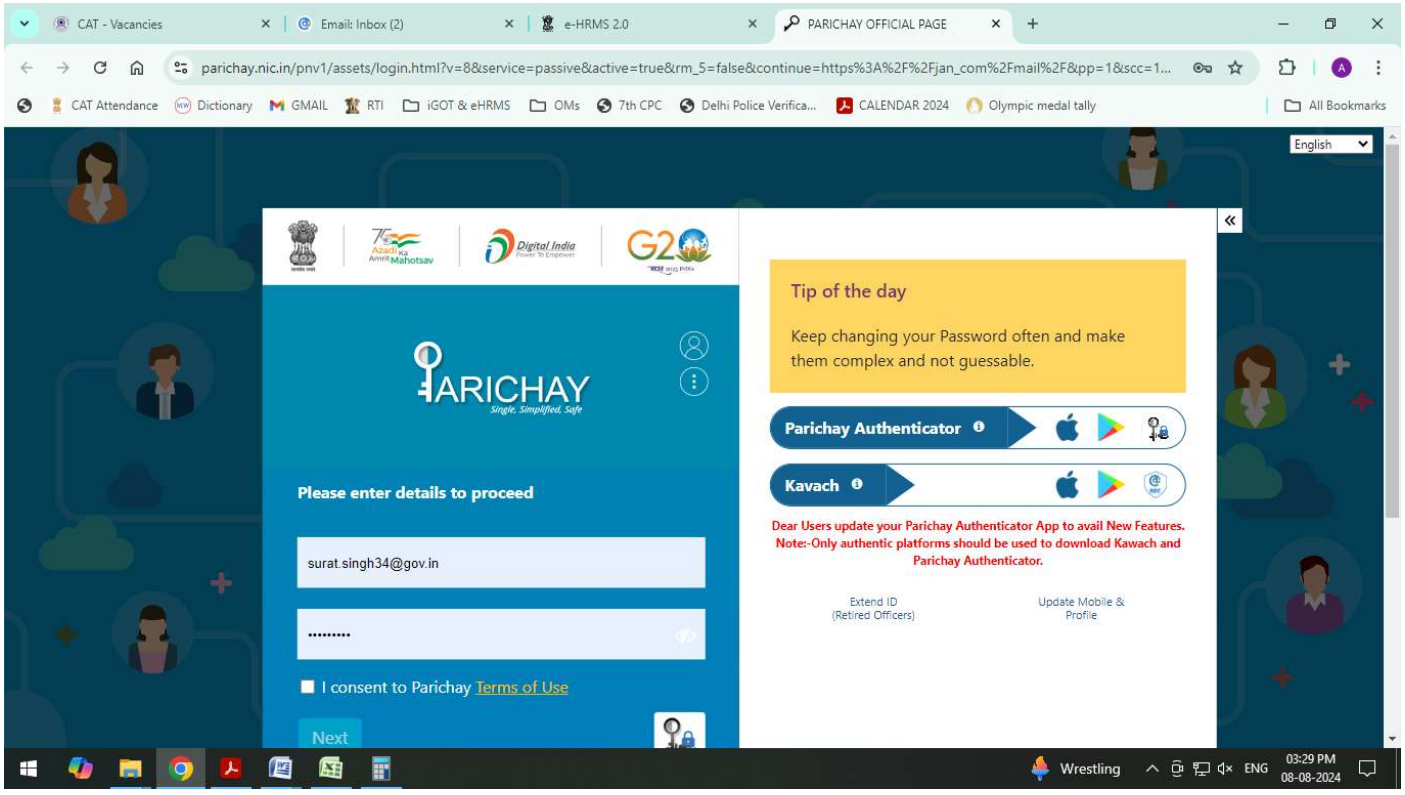
8. The Registrar/Jt. Registrar/Dy. Registrar/HoO, CAT, All Outlying Benches for information.
9. SO (Comp.), CAT PB, New Delhi with a request to upload it in the website of CAT
10. Guard file.

STANDARD OPERATING PROCEDURE FOR REIMBURSEMENTS

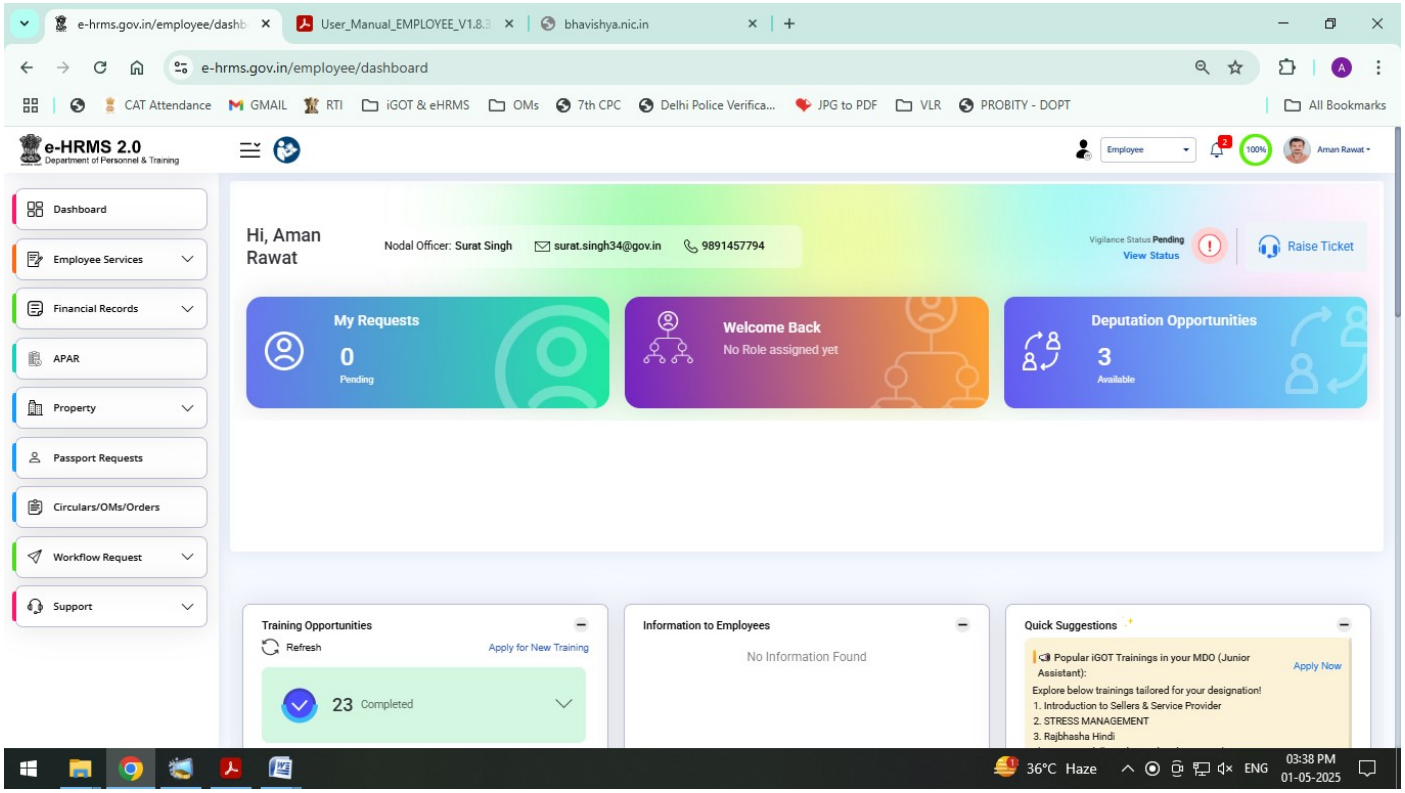
1. Login to eHRMS 2.0 portal using the link https://e-hrms.gov.in/login



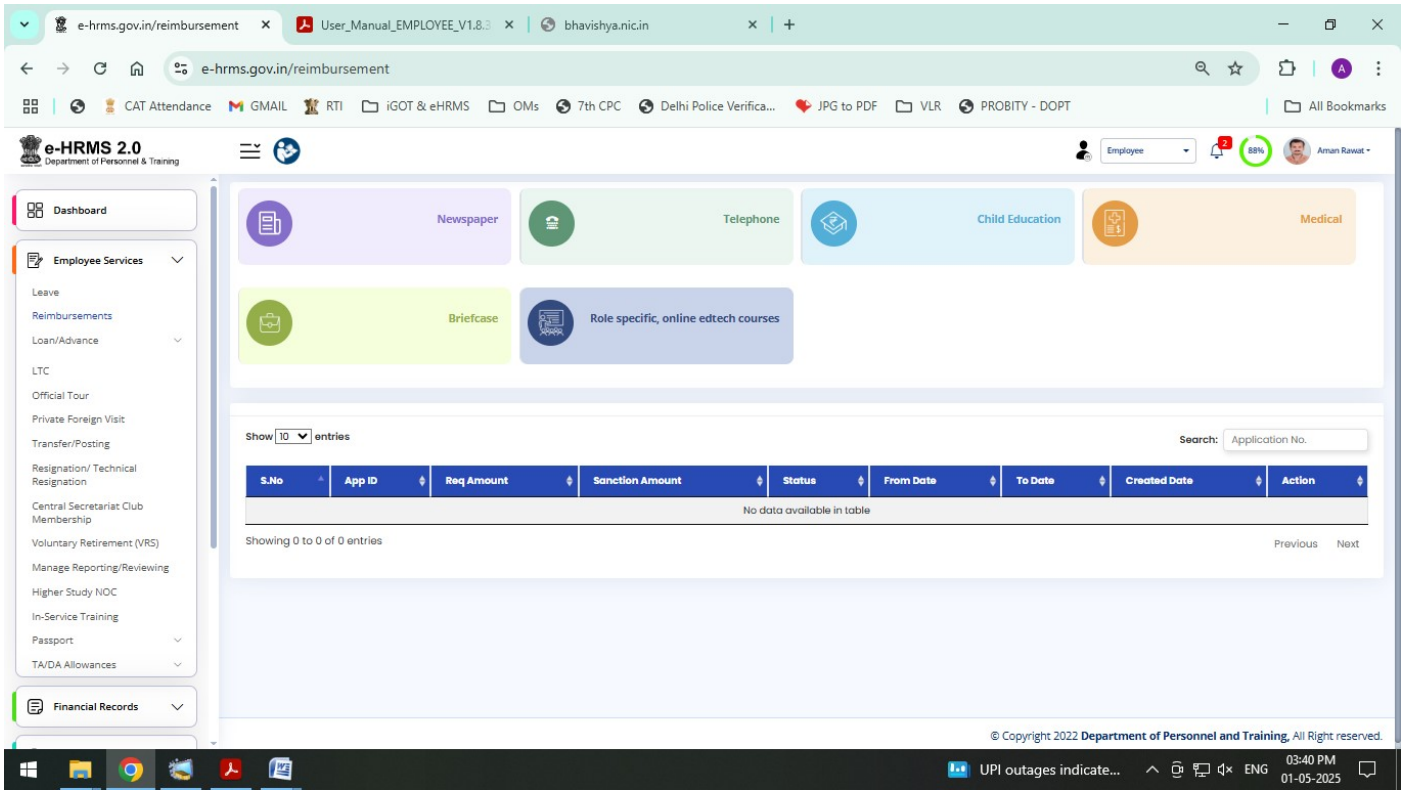
2. Click on the Login with Parichay option and login the portal using Email ID and Password along with OTP **OR** Email ID/Mobile No. along with OTP.



3. After login, on the left side click on “Employee Services” and then click on “Reimbursements”. All Officers/officials need to make sure that their Profiles are updates 100% before applying for Reimbursements:

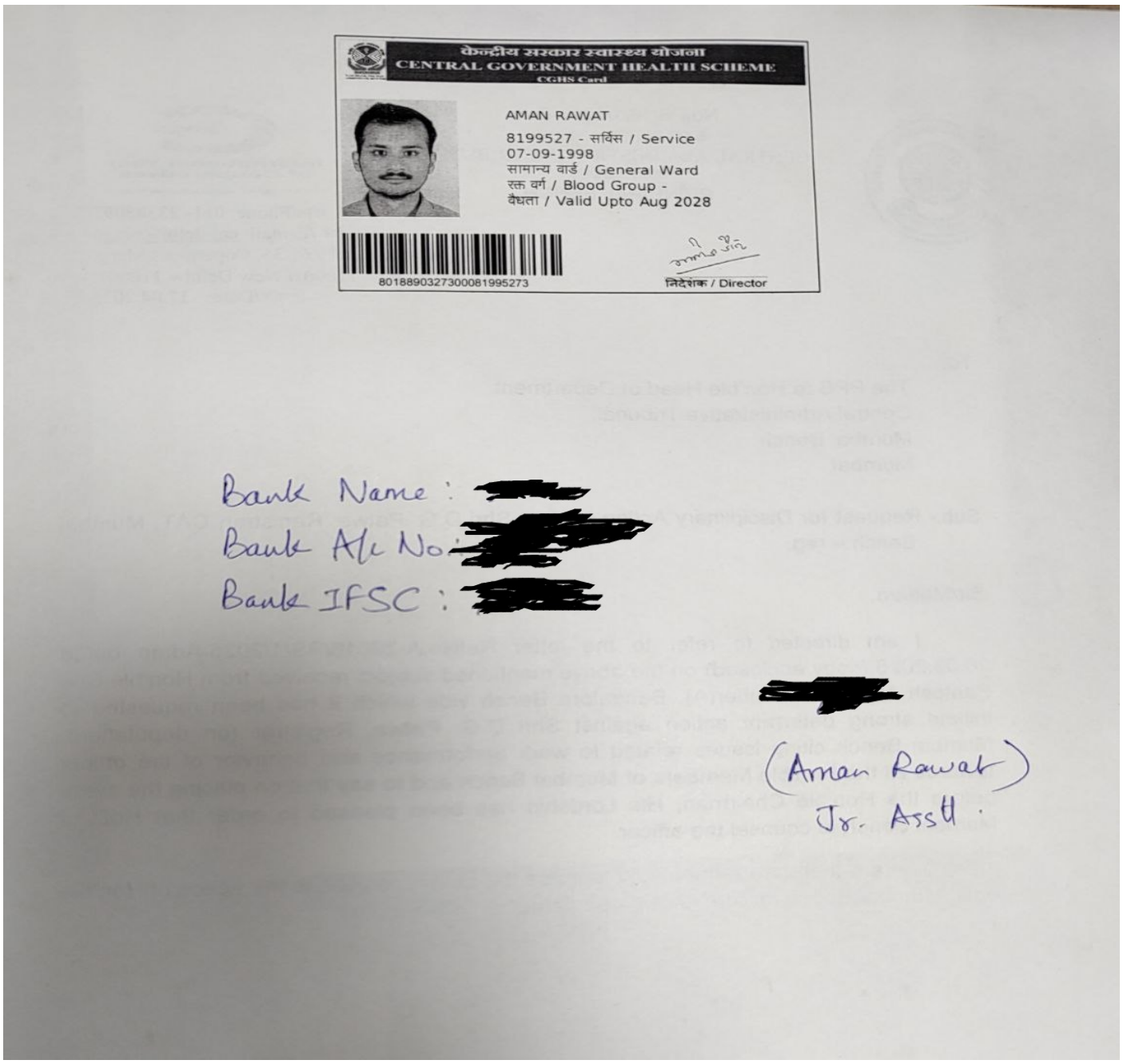


4. The following page will open in front of you. Click on the Type of “Reimbursement” you want to avail:

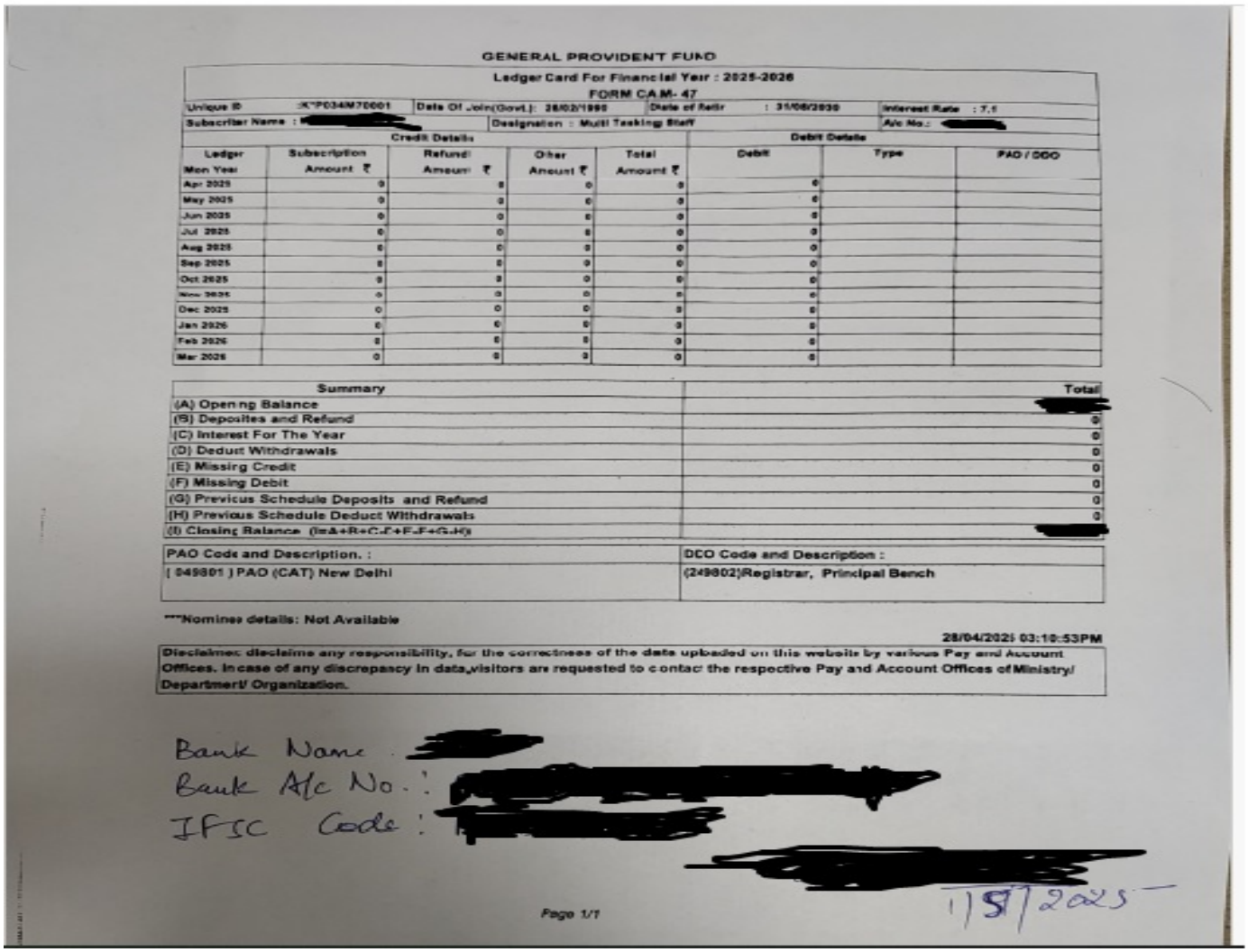


5. Before proceeding with filling up the reimbursement forms online, the Officers/officials need to make sure they have scanned the following documents (In colour):

5.1 In case of Medical Reimbursement: Self attested CGHS Card of self and patient, Doctor's prescription, Bills (Original) and Referral from CGHS, Emergency Certificate and Discharge summary. Make sure to write the Bank A/c details (Bank Name, A/c No. and IFSC Code) under the CGHS Card as illustrated under:



5.2 In case of GPF Advance/Withdrawal: GPF Statement. Make sure to write the Bank A/c details (Bank Name, A/c No. and IFSC Code) under the CGHS Card as illustrated under as illustration below:



GENERAL PROVIDENT FUND

Ledger Card For Financial Year : 2025-2026

FORM CAM- 47

Unique ID : K*P034M70001 | Date Of Join(Govt.): 28/02/1990 | Date of Retir : 31/08/2030 | Interest Rate : 7.1

Subscriber Name : [redacted] | Designation : Multi Tasking Staff | A/c No.: [redacted]

Ledger Mon Year	Credit Details: Subscription Amount ₹	Refund Amount ₹	Other Amount ₹	Total Amount ₹	Debit Details: Debit	Type	PAO / DDO
Apr 2025	0	0	0	0	0		
May 2025	0	0	0	0	0		
Jun 2025	0	0	0	0	0		
Jul 2025	0	0	0	0	0		
Aug 2025	0	0	0	0	0		
Sep 2025	0	0	0	0	0		
Oct 2025	0	0	0	0	0		
Nov 2025	0	0	0	0	0		
Dec 2025	0	0	0	0	0		
Jan 2026	0	0	0	0	0		
Feb 2026	0	0	0	0	0		
Mar 2026	0	0	0	0	0		

Summary	Total
(A) Opening Balance	[redacted]
(B) Deposites and Refund	0
(C) Interest For The Year	0
(D) Deduct Withdrawals	0
(E) Missing Credit	0
(F) Missing Debit	0
(G) Previous Schedule Deposits and Refund	0
(H) Previous Schedule Deduct Withdrawals	0
(I) Closing Balance (I=A+B+C-D+E-F+G-H)	[redacted]

PAO Code and Description. :	DCO Code and Description :
(049001) PAO (CAT) New Delhi	(249002)Registrar, Principal Bench

***Nominee details: Not Available

28/04/2025 03:10:53PM

Disclaimer: disclaims any responsibility, for the correctness of the data uploaded on this website by various Pay and Account Offices. In case of any discrepancy in data,visitors are requested to contact the respective Pay and Account Offices of Ministry/ Department/ Organization.

Bank Name : [redacted]
Bank A/c No. : [redacted]
IFSC Code : [redacted]

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1/5/2025

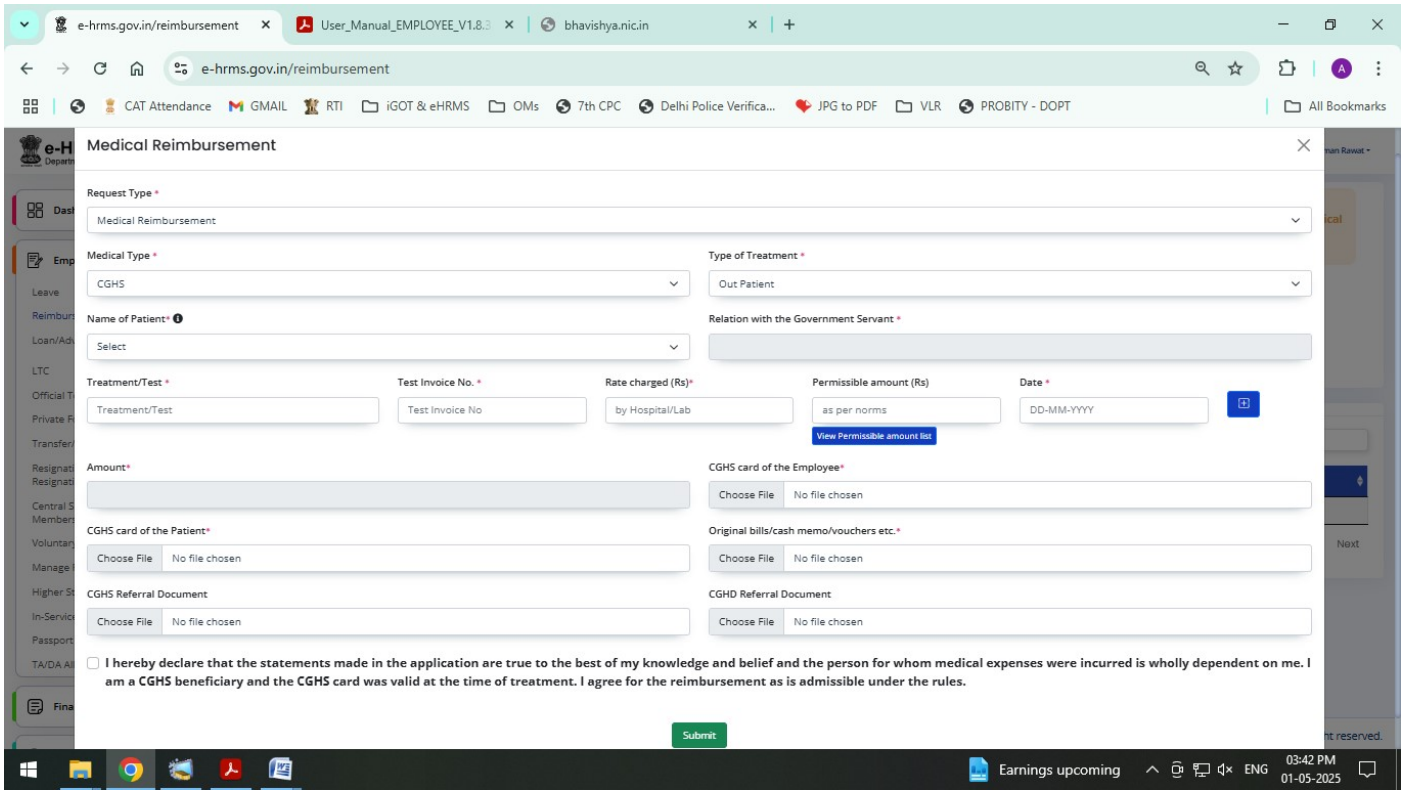
5.3 In case of CEA: Certificate from Principal/Self Attested Report Card/Self Attested Fee Receipts.

5.4 In case of Briefcase Allowance: Original Bill/Invoice of the Briefcase/Bag/Purse in case of Briefcase allowance.

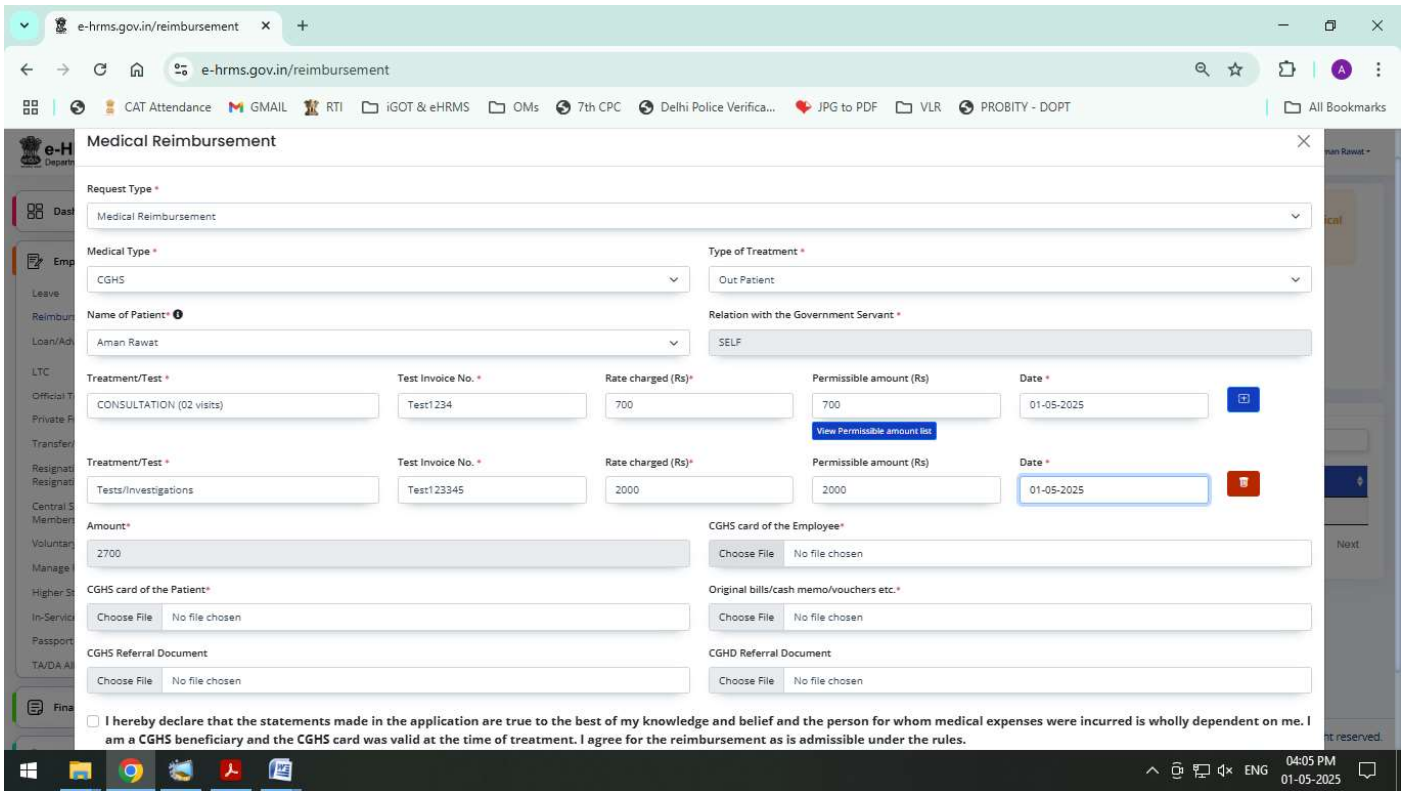
MEDICAL REIMBURSEMENT

1. Click on the “Medical” tab and fill up the form as per your requirement.

In case of OPD: All the Bills (Original) are to be uploaded in a single PDF file. Self attested CGHS Card of the employee, Self attested CGHS Card of the patient and Referral from CGHS along with the Doctor’s prescription also has to be uploaded separately. The Officers/officials need to make sure to fill up their Bank Account Details (Bank Name, A/c No. and IFSC Code) below their CGHS Cards.

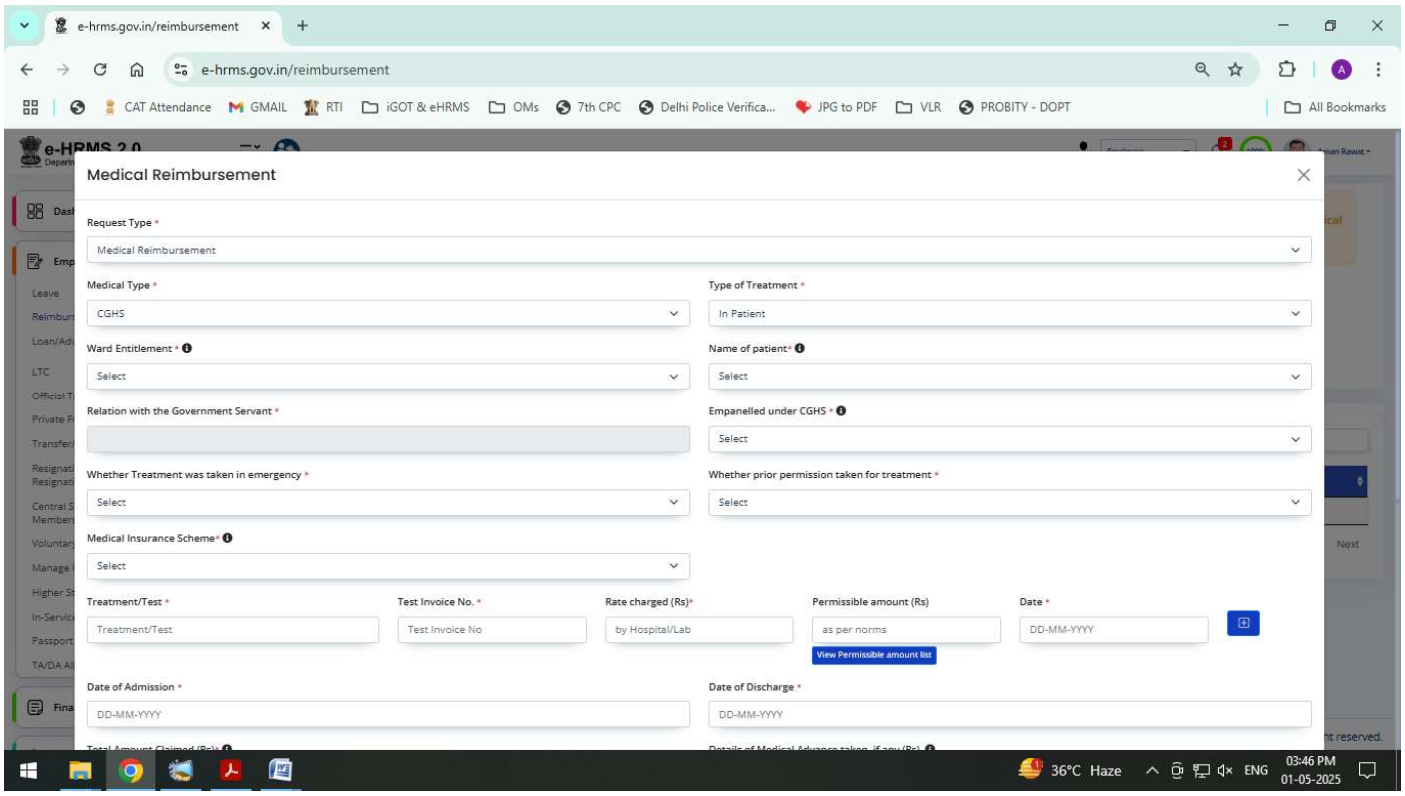


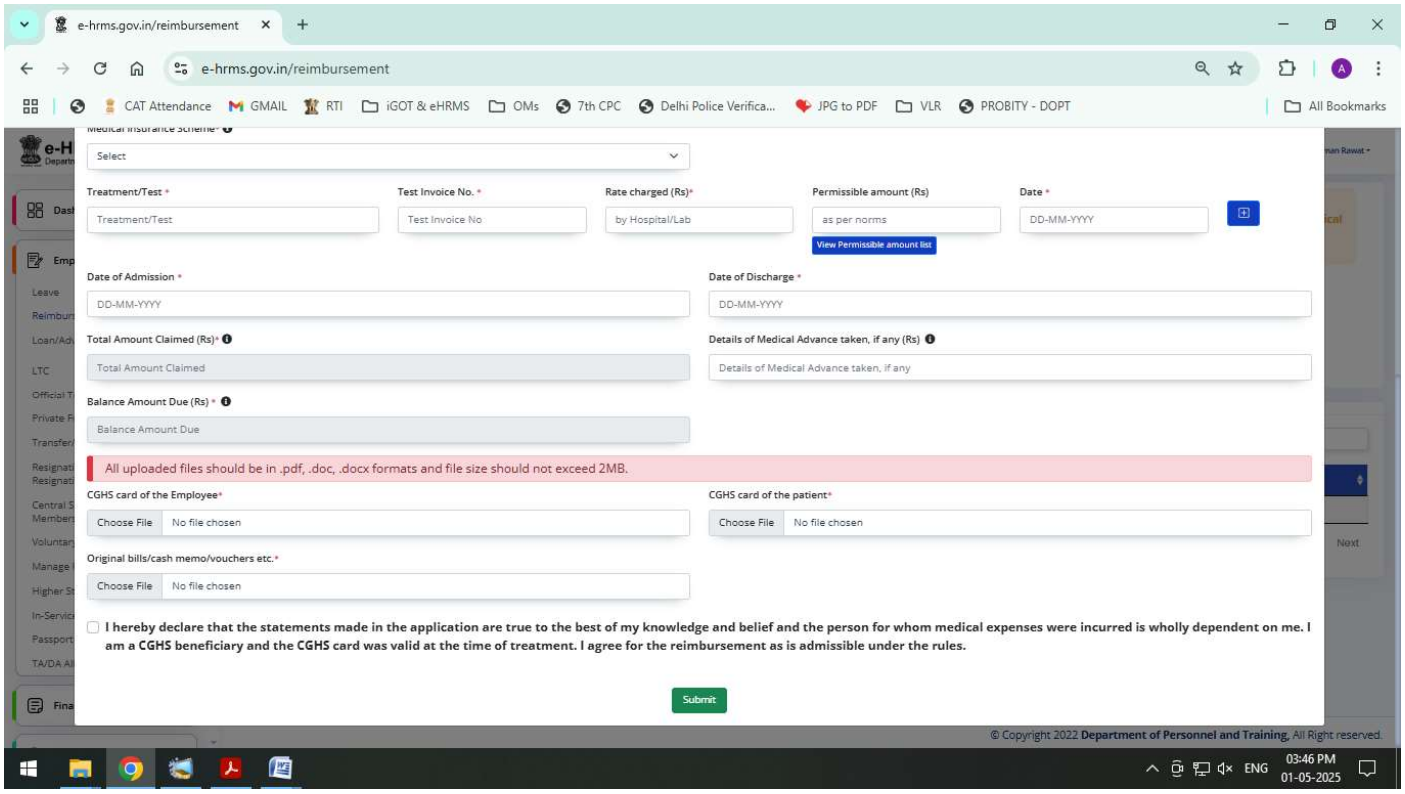
In case of multiple Bills: The Officer/official can enter the same by bifurcating all the Consultation fees from the Test/Investigations fees. The Officer/official may not enter individual name of a particular Consultation or the name of a particular Test/Investigation. Make sure to enter the total amount paid under the “Rate Charged” and “Permissible amount” tab as shown below:



In case of IPD: Self attested CGHS Card of the employee, Self attested CGHS Card of the patient and the Bill (Original) have to be uploaded. In case of IPD treatment referred by CGHS, the Referral of CGHS, Doctor's Prescription along with the Bill (Original) has to be uploaded in a single PDF file. The Officers/officials need to make sure to fill up their Bank Account Details (Bank Name, A/c No. and IFSC Code) below their CGHS Cards.

In case of Emergency treatment: Kindly select the option of IPD. The Officer/official also has to upload the Emergency Certificate along with Complete Discharge summary and Detailed Bill (Original) in a single PDF file. The Officers/officials need to make sure to fill up their Bank Account Details (Bank Name, A/c No. and IFSC Code) below their CGHS Cards.





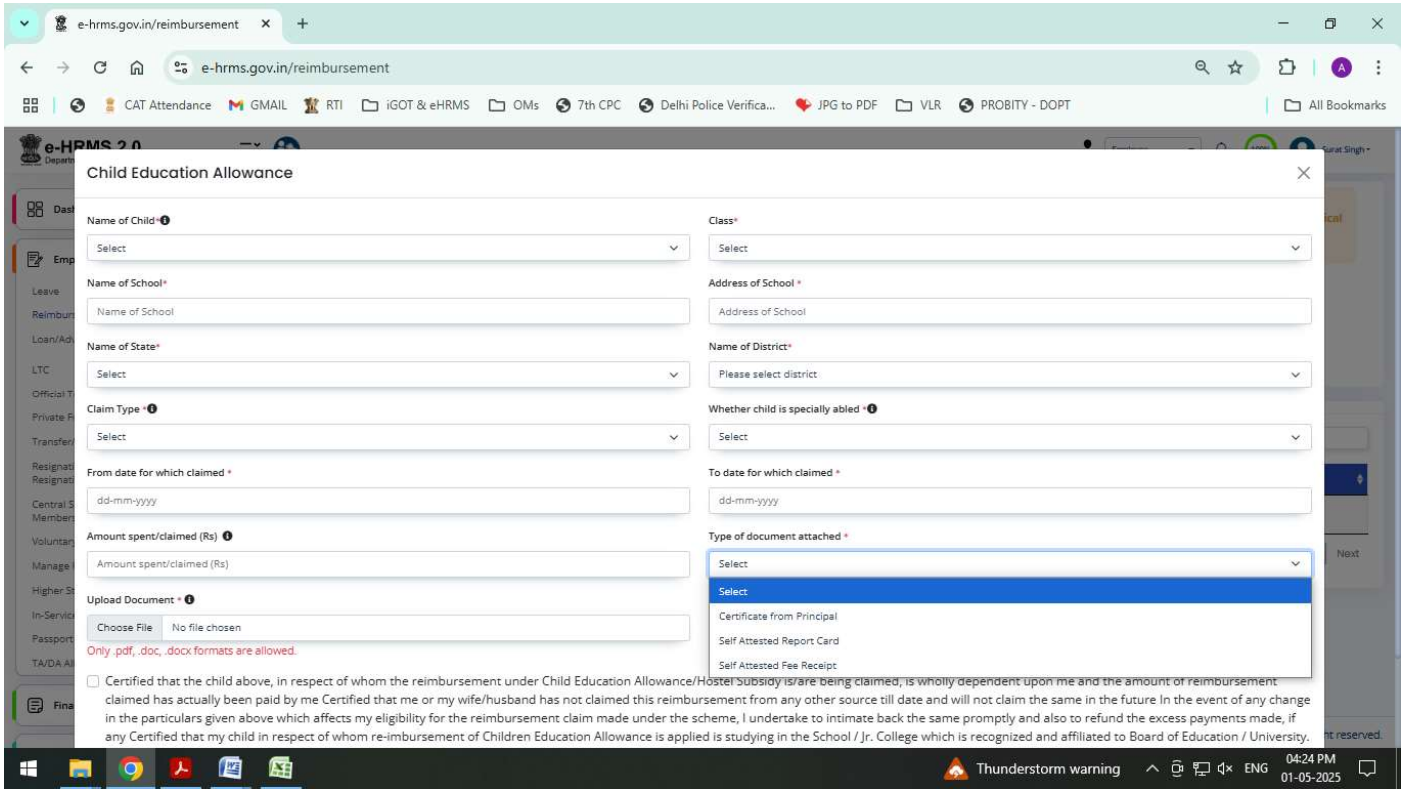
<u>In case of Medical Advance, Credit Facility and Prior permission for undergoing unlisted Test/Investigation:</u> Officer/officials need to apply for the above mentioned procedures in Hard Copy/Physical copy. Thereafter, the application for Final settlement of the Medical Advance/Credit Facility also have to be submitted in Hard Copy/Physical copy along with all relevant documents. Whereas, the Bill (Original) of unlisted Test/Investigation has to uploaded through eHRMS 2.0 portal.

Ex-post facto approval for Medical Reimbursement: All such matters have to be submitted in Hard Copy/Physical Copy along with application for ex-post facto approval of the Competent authority.

In case the amount to be reimbursed is greater than Rs.2 Lakhs: Officers/officials need to apply for the same Physically/Hard copy along with the Medical Reimbursement Claim Form and all other relevant documents.

CHILDREN EDUCATION ALLOWANCE

1. Click on “Child Education” tab and fill up the form as per your requirement. The Officers/officials need to make sure to upload the attachment that they have selected in the “Type of document attachment” tab.



2. After filling up the form and uploading the relevant attachment, make sure to “Submit” the form.

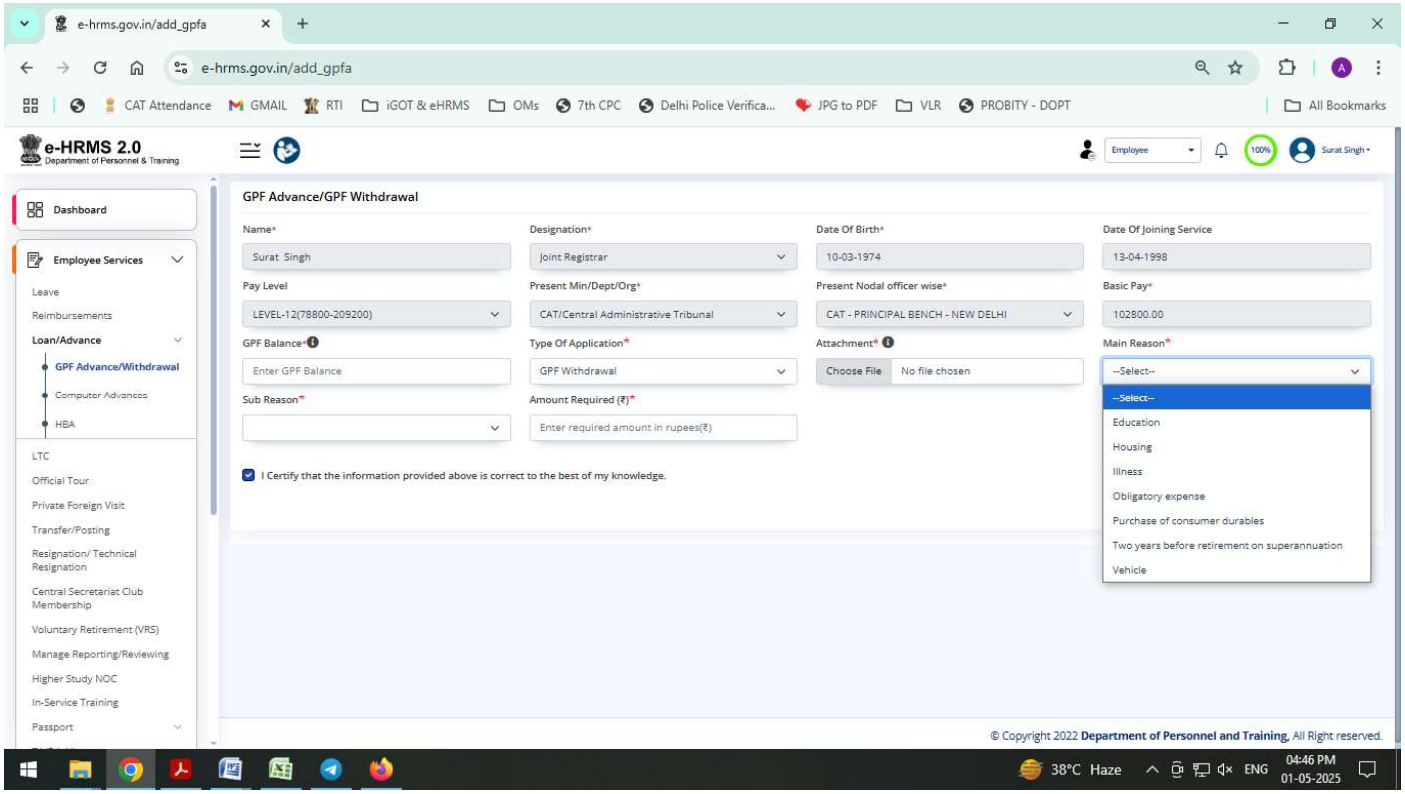
GPF ADVANCE/WITHDRAWAL

1. Before applying for GPF withdrawal, Officers/officials need to make sure their "Pay" is upgraded in their Profile. Then, go to "Employee Services" and "Loan/Advance".

2. Click on the "GPF Advance/Withdrawal" tab and fill up the form as per your requirements.

3. Officers/officials need to make sure to enter their Bank Account details (Bank Name, A/c No. and IFSC Code) while attaching their self attested GPF Statement.

4. While filling up the form, Officers/officials need to put in "Main Reason" along with "Sub Reason" from the drop down options.

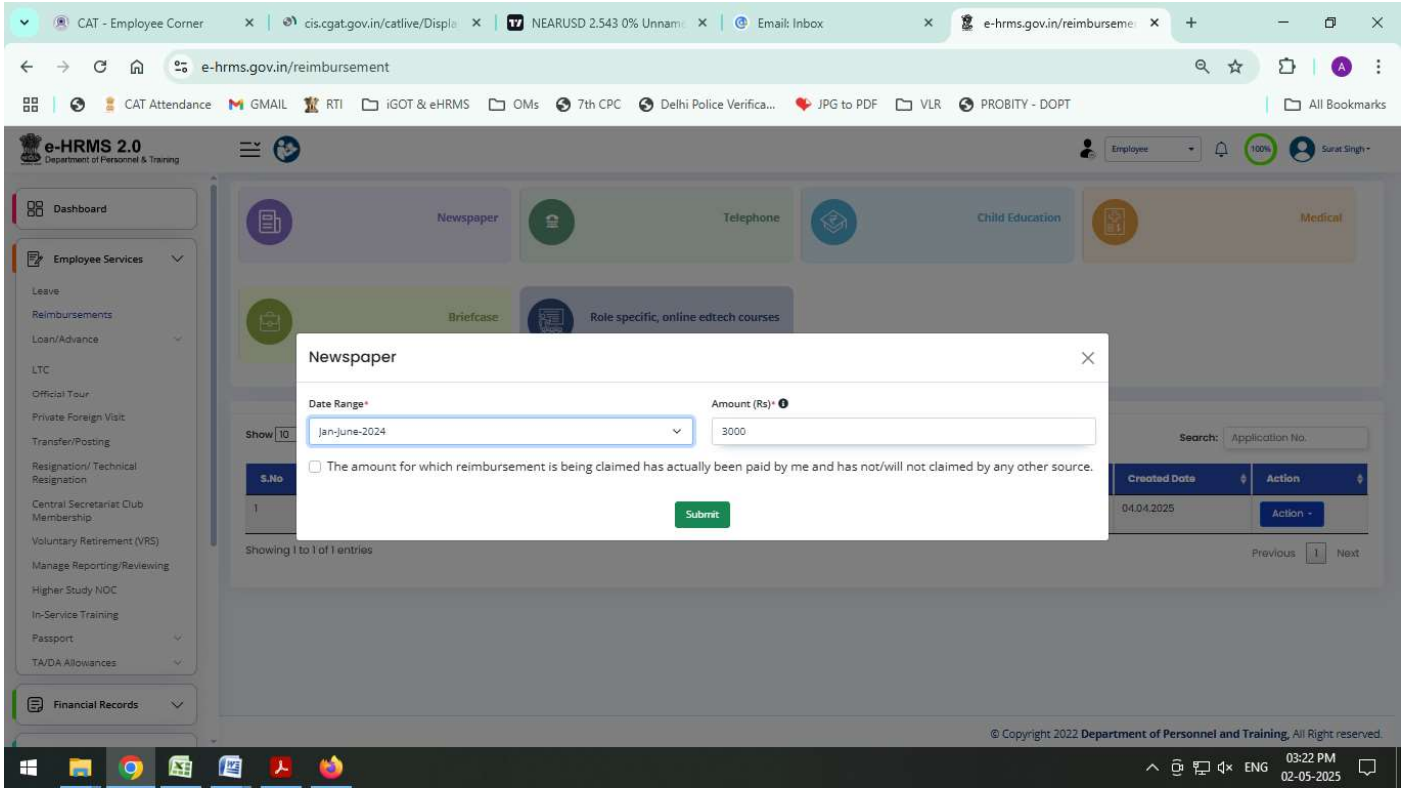


5. After filling up the form and uploading the relevant attachment, make sure to "Submit" the form.

In case the amount to be reimbursed is greater than Rs.5 Lakhs: Officers/officials need to apply for the same Physically/Hard copy along with the GPF/CPF Withdrawal Form and all other relevant documents.

NEWSPAPER REIMBURSEMENT

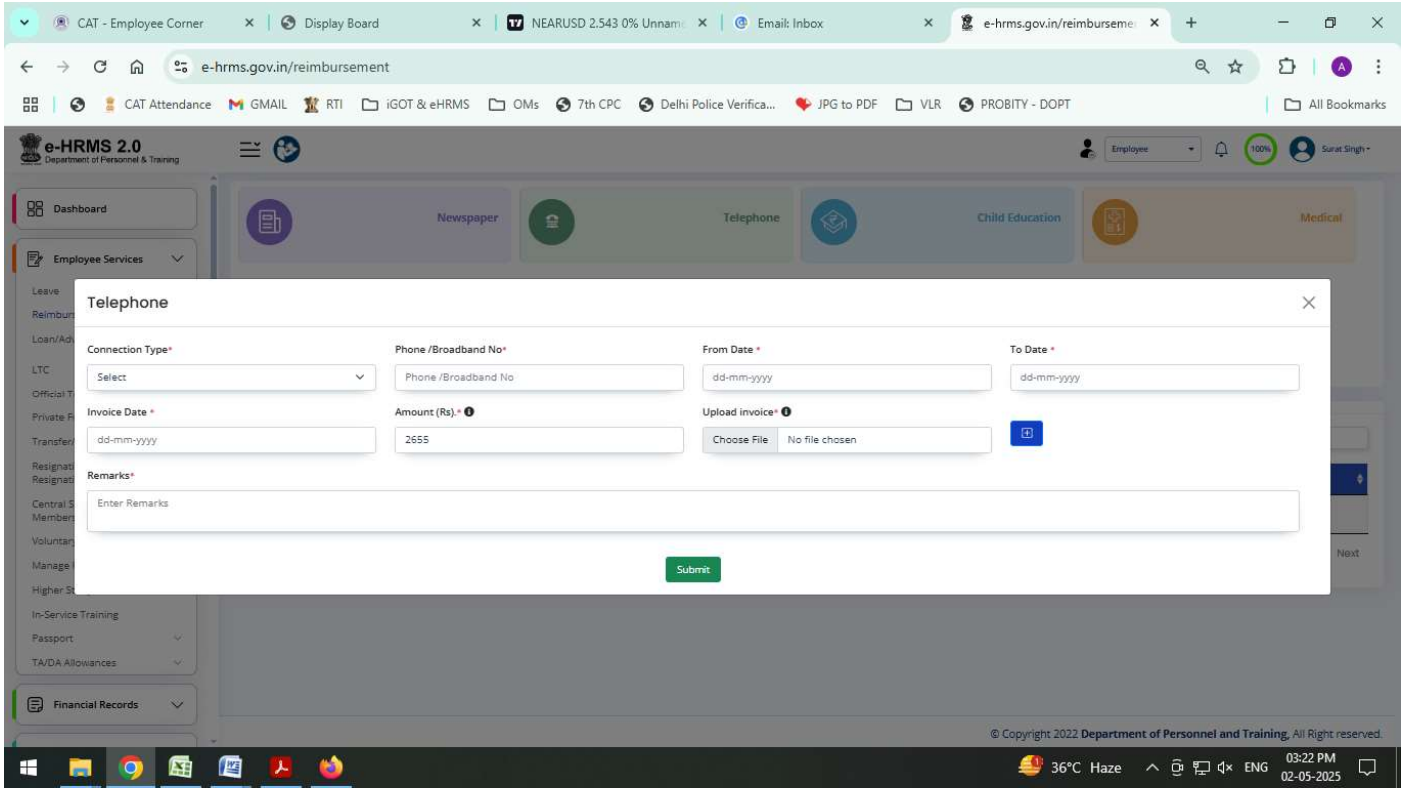
1. Click on “Newspaper” tab and fill up the form as per your requirement.



2. After filling up the form, make sure to “Submit” the form.

TELEPHONE REIMBURSEMENT

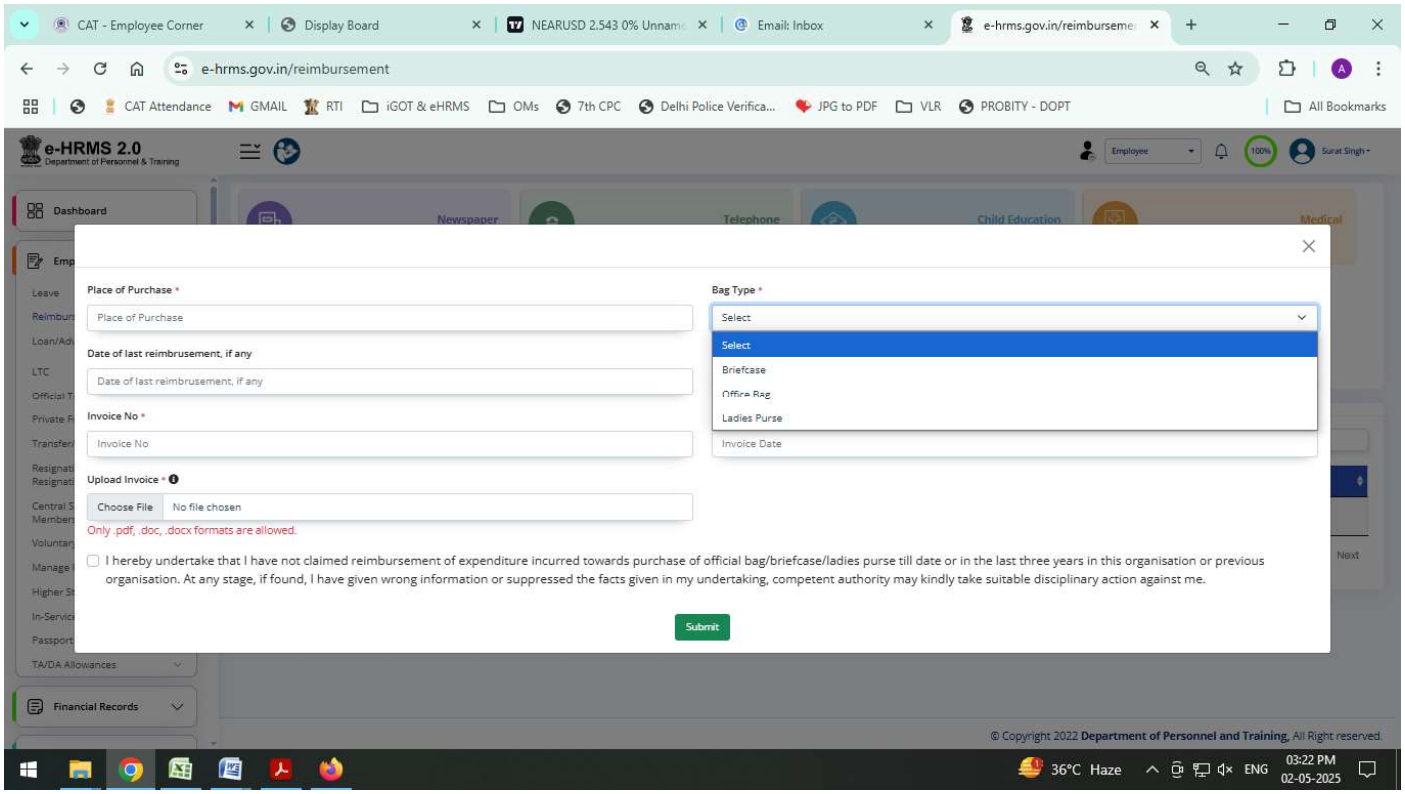
1. Click on “Telephone” tab and fill up the form as per your requirement.



2. After filling up the form, make sure to “Submit” the form.

BRIEFCASE REIMBURSEMENT

1. Click on “Briefcase” tab and fill up the form as per your requirement. The Officers/officials need to make sure to upload the Bill/Invoice of the “Type of Bag” for which they are claiming the reimbursement.



2. After filling up the form, make sure to “Submit” the form.

Note 1: In case of any issue, the Officers/officials may contact Establishment/Computer Section.

Note 2: Officers/officials do not need to submit Physical/Hard copy of the Bills/Referrals/Invoice except in case in Medical Advance/Final settlement of Medical advance/Credit Facility/Prior Permission for undergoing unlisted Tests/Investigations/Ex-post facto approval.

Note 3: Hindi version will follow.