

**GOVERNMENT OF TELANGANA
FINANCE (TFR) DEPARTMENT**

Circular Memo.No.3981157-B/204/TFR/2026

Dated: 18-07-2026

Sub:- Employee Health Scheme (EHS) – Refund of Employee Health Scheme (EHS) double contributions deducted from salaries/pensions – Procedure for refund of claims – Instructions – Issued.

Ref:- 1.G.O.Ms.No.186, Health, Medical & Family Welfare (A) Department, dated: 08.10.2023.

2.Minutes of the Meeting held on 14.05.2026 under the Chairmanship of the Chief Secretary to Government, Government of Telangana, Hyderabad.

3.Memo.No.3739367-Q/113/A2/EBS.V/2026, Finance (EBS.V) Department, dated: 19.05.2026.

4.Memo.No.196/A1/BG/2026, Finance (BG) Department, dated: 30.05.2026.

5.G.O.Ms.No.40, Health, Medical & Family Welfare (A) Department, dated: 17.06.2026.

6.Minutes of the Meeting of Employee Health Care Trust, held on 27.06.2026 by the Chairperson, EHCT & Chief Secretary to Government, Government of Telangana, Hyderabad.

7.G.O.Ms.No.79, Finance (TFR) Department, dated: 29.06.2026.

In the reference 1st cited, the Government implemented the Employee Health Scheme (EHS) to provide cashless medical facilities to eligible Government employees and pensioners.

2. As per the orders issued in the references 5th & 7th cited, an amount equivalent to **1.5% of the Basic Pay/Basic Pension** is being deducted every month as the employee's contribution from all regular Government employees and pensioners under the Employee Health Scheme (EHS).

3. During the implementation of the Scheme, it has been observed that, in certain cases, the EHS contribution has been deducted from more than one member of the same family, resulting in double contributions. Such cases include:

- (i) Both husband and wife are serving as regular State Government employees.
- (ii) One spouse is a serving Government employee, while the other is a pensioner/family pensioner.
- (iii) Where a State Government pensioner is drawing both Service Pension and Family Pension.
- (iv) Any other similar case where double EHS contributions have been deducted in respect of the same family.

4. Government, after careful examination of the matter, have decided to provide a mechanism for the refund of double contributions deducted in such eligible cases. The following procedure shall be followed for processing refund claims:

A. Regular Government Employees

- a. The employee shall submit an application, along with the prescribed documentary evidence, including proof of the spouse's employment or pension details, Health Card ID, and any other supporting documents, to the Drawing and Disbursing Officer (DDO) under whose office the Employee Health Scheme (EHS) contribution was deducted.
- b. The Drawing and Disbursing Officer (DDO) shall verify the particulars furnished by the employee with reference to the relevant service records and supporting documentary evidence to establish eligibility for refund.
- c. Upon satisfactory verification, the DDO shall process the claim and prepare and submit a supplementary bill through the Integrated Financial Management and Information System (IFMIS) to refund Employee Health Scheme (EHS) excess contribution deducted from the employees' salaries.

5. A separate "**EHS Refund**" option is to be provided in IFMIS for processing refund claims. The Drawing and Disbursing Officers (DDOs) shall submit refund bills only through this designated option. Before raising the refund bill, the DDO shall enter the details of the employees who have applied for exemption from the Employee Health Scheme (EHS) contribution in the screen provided in IFMIS, along with the prescribed supporting information. Only after completion of this process and successful verification of the employee's eligibility, the DDO shall be permitted to generate and submit the bill for refund of the excess EHS contribution deducted from the employee/ pensioner as the case may be.

B. Pensioners / Family Pensioners:

- a. Pensioners/Family Pensioners shall submit an application, along with the prescribed supporting documents, to the concerned Treasury Office/Pension Payment Office from where they are drawing their monthly pension.
- b. The Treasury Officer/Pension Payment Officer shall verify the claim with reference to the available records and supporting documents.
- c. After due verification, the Treasury Officer/Pension Payment Officer shall prepare and submit the refund bill through IFMIS for payment of the eligible refund amount.

6. The Drawing and Disbursing Officers (DDOs)/ the Pension Payment Officers/ The Treasury Officers shall ensure that no further EHS double contribution is deducted. The responsibility shall rest with the DDO concerned. In the event of any double or excess deduction occurring subsequently due to negligence, omission, or failure on the part of the DDO, such lapses shall be viewed seriously.

7. All Heads of Departments, Drawing and Disbursing Officers (DDOs), Treasury Officers, and Pension Payment Authorities shall give wide publicity to these instructions and ensure that all eligible refund claims are processed and the refund bills are submitted within one month from the date of issue of this Circular.

**SIKTA PATNAIK
SPECIAL SECRETARY TO GOVERNMENT**

To

All the Departments of Secretariat, Dr.B.R. Ambedkar Telangana State Secretariat, Hyderabad.

All Heads of the Departments, Telangana, Hyderabad.

The Principal Accountant General (A&E/Audit), Telangana, Hyderabad.

The Chairman and Members, Employee Health Care Trust (EHCT), Hyderabad (Through the CEO, EHCT).

The Chief Executive Officer, Employee Health Care Trust (EHCT), Hyderabad.

The Director of Treasuries and Accounts, Telangana, Hyderabad.

The Director of Works Accounts, Telangana, Hyderabad.

The Director of State Audit, Telangana, Hyderabad.

The Pay and Accounts Officer (Twin Cities), Telangana, Hyderabad.

Copy to:

P.S. to the Chief Secretary to Government, Government of Telangana, Hyderabad.

P.S. to the Principal Finance Secretary/Secretary (GU)/Special Secretary (SP)/Special Secretary (RR) and all Desk Officers, Finance Department, Dr. B.R. Ambedkar Telangana State Secretariat, Hyderabad.

SF/SCs.

//FORWARDED :: BY ORDER//



SECTION OFFICER