

Indira Gandhi National Open University (GNOU)
Administration Division
CDN Section

IG/ADMN/CDN/MED/2026/178
Dated: 24 July, 2026

NOTIFICATION

Subject: Implementation of Online Submission of Medical Claims for employees posted at IGNOU Regional Centres through Samarth Portal- Reg.

It is hereby notified that the all serving employees posted at IGNOU Regional Centre are required to submit their medical claims at their respective Regional Centres. While retired employees may submit their medical claims to the Regional Centres having jurisdiction over their current place of residence. All medical claims shall be submitted henceforth **online through the Samarth Portal**, with effect from the date of issue of this notification.

The following bill to be submitted as per existing delegation of power:

1. OPD Medial Bill upto Rs. 8,000/-
2. IPD Medial Bill upto Rs. 20,000/-
3. Medicals Advance upto 50,000/-

Instructions for submission of medical claims:

- All reimbursement claims must be submitted through the Samarth Portal: [<https://cuignou.samarth.ac.in/index.php/site/login>].
- Employees are required to upload scanned copies of bills.
- The correct bill hierarchy type (rc<code>_EmpBill) must be selected at the time of submission.
- The correct Bill Identifier (**Medical Bill Reimbursement (Non taxable) or Medical Advance**) must be selected at the time of submission.
- Claims submitted manually may be discouraged after the implementation date shall not be processed.

Support: In case of any query, ticket can be raised in Samarth portal. This move aims to ensure timely processing, transparency, and ease for our esteemed employees posed at IGNOU Regional Centres across the country. Your cooperation is solicited for the smooth implementation of this digital initiative.

This notification is issued with the approval of the Competent Authority.


Assistant Registrar (CDN)
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