

INDIAN INSTITUTE OF TECHNOLOGY DELHI

Medical Attendance and Treatment including Reimbursement of Medical Expenses incurred by the Members of the Staff on themselves and their Families

[See Statute 13 (16)]

1. The provisions contained in this Schedule shall apply to all the employees of the Institute but they shall not apply to :

- (a) those members of the staff who are on leave or deputation abroad,
- (b) retired members of staff, and
- †(c) work-charged staff who have not put in continuous service of one year and are not employed on monthly rates of pay, staff paid from contingencies, daily labourers and part-time employees.

2. For purposes of reimbursement of medical expenses, members of the staff shall be grouped as under :

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| (1) Those holding posts carrying a scale of pay, the initial salary of which is Rs. 400 p.m. or above except the Secretary to the Director and Superintendents of Sections | } | Group A |
| (2) The Secretary to the Director, the Superintendents of Sections and all those holding posts carrying a scale of pay, the initial salary of which is Rs. 110 p.m. or above but less than Rs. 400 p.m. | } | Group B |
| (3) Those holding posts carrying a scale of pay, the initial salary of which is less than Rs. 110 p.m. | } | Group C |

3. In this Schedule unless there is anything repugnant in the subject or context—

(a) "Authorised Medical Attendant" means

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| (1) In respect of members of the Institute belonging to Group A | Medical Adviser of the Institute and in his absence the Medical Officer of the Institute. |
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* Re-lettered vide Ministry of Education letter No. F.10-1/75-T.6, dated 26th November, 1976. Effective from November 20, 1976.

† Substituted vide Ministry of Education letter No. 11-6/68-T,6, dated 14th January, 1969.

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| (2) In respect of members of the Institute belonging to Group B | Medical Officer of the Institute. |
| (3) In respect of members of the Institute belonging to Group C | (i) For those belonging to Group A of para 2 :
Chief or Principal Medical Officer of Govt. in a District or Presidency Surgeon or Govt. Medical Officer or equivalent rank in a city. |
| (4) In respect of members of the Institute on duty or on leave in India (Outside headquarters) | (ii) For those belonging to Groups B & C of para 2 :
Assistant Surgeon of Govt. in a District or Govt. Medical Officer or equivalent rank in a city. |

- (b) "Hospital" means the hospital recognized by the Board of Governors as hospital for the purpose of these provisions.
- (c) The term "family" shall mean wife or husband of a member of staff, as the case may be, and parents, children and step-children wholly dependent on the member of the staff.
- (d) The term "leave" includes vacation.

4. Cost of reimbursement of expenses incurred by the members of the staff in connection with medical attendance and treatment of themselves and their families will be reimbursed in accordance with the scale prescribed by the Board from time to time.

Note : An advance for medical treatment in respect of a member of the staff or of his family who is an indoor patient in a Hospital may be granted on the same terms and conditions as are mentioned above.

- 5. (i) Medical attendance includes attendance at the residence of the member of the staff or at the consulting room of the authorised medical attendant by arrangement with him.
- (ii) Medical treatment means the use of all medical and surgical facilities available at the hospital in which the individual is treated and it includes :
 - (a) employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the authorised medical attendant;
 - (b) the supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital;

- (c) the supply of such medicines, vaccines sera or other therapeutic substances not available in hospital but can be had in the state or state-aided hospitals;
- (d) Such accommodation as is ordinarily provided in the hospital and is suited to his status;
- (e) such nursing as is ordinarily provided to in-patients by the hospital;
- (f) specialist consultation on the advice of the authorised medical attendant;
- (g) it does not include diet or provision at the request of the member of the staff of accommodation superior to that to which he is entitled in accordance with sub-clause (d) above.

- Notes :**
- (1) The refund of the cost of preparations which are not medicines but are primarily foods, tonics, toilet preparations or disinfectants as issued by Director General of Health Services from time to time is not admissible.
 - (2) Refund in respect of mixtures prescribed by the Authorised Medical attendant will be allowed till such time the Institute has its own dispensary for such purposes.
 - (3) In the case of hospitals the tariffs of which indicate a flat inclusive charge per diet, 40 per cent thereof should be reckoned as charges for board and lodging. Out of this 40 per cent, half should be considered as charges for diet and the other half for accommodation.
 - * (4) Diet charges paid at Hospitals for officials drawing pay less than Rs. 400 p.m. in ordinary cases and Rs. 640 p.m. for Tubercular and Mental diseases are allowed. The cost of any special articles of diet not ordinarily provided by the hospitals to its in-patients is, however, not refundable.

6. Dental treatment is not covered by the rules but if the diagnosis of the physiological or other disability from which a member of the staff is suffering indicates that teeth are the real source of disturbance, he is entitled to free dental treatment provided it is of a 'major' kind such as treatment of jaw bone disease wholesale removal of teeth, etc. It does not include scaling of teeth, treatment for pyorrhoea and gingivitis or the free supply of artificial denture or treatment from a private dentist or outside the hospital even on the advice of the authorised medical attendant.

7. No reimbursement of expenses for provision of spectacles is admissible.

8. No reimbursement of charges for special nursing will be admissible unless it is certified by the authorised medical attendant and medical superintendent of the hospital that their services were absolutely essential.

* Substituted vide Ministry of Education letter No. F. 11-8/78-T. 6, dated 1st October, 1980. Effective from September 29, 1980.

Note : Such cases of special nursing will be decided on merits having regard to the nature of the disease and where hardship is involved. In such cases a member of the staff should bear up to 25 per cent of his monthly pay for the period for which special nursing was necessary, the rest being borne by the Institute.

9. If the authorised medical attendant is of the opinion that the case of a patient is of such a serious or special nature as to require medical attendance by some person other than himself, he may :

- (a) Send the patient to the nearest specialist or other Govt. Medical Officer, by whom, in his opinion medical attendance is required for the patient, or
- (b) if the patient is too ill to travel, summon such specialist or other Govt. Medical Officer to attend upon the patient.

10. A patient sent under clause (a) of paragraph 9 shall on production of a certificate in writing by the authorised medical attendant in this behalf be entitled to travelling allowance for the journeys to and from the headquarters of the specialist or other Government Medical Officer.

11. A specialist or other Government Medical Officer summoned under clause (b) of paragraph 9 shall on production of a certificate in writing by the authorised medical attendant in this behalf be entitled to travelling allowance for the journeys to and from the place where the patient resides.

12. Travelling allowance admissible under paragraph 9 shall be calculated as for a journey on tour but to daily allowance for halts will be admissible. If an escort be necessary on the advice of the authorised medical attendant he may be paid T.A. as admissible under the Institute's T.A. Rules.

13. Where a member of the staff or the member of his family is entitled to treatment in a hospital free of charge under the Schedule on the advice of the authorised medical attendant any amount paid by him on account of such treatment shall, on production of such certificate in the Form prescribed by the Board of Governors in this behalf, be reimbursed to him by the Institute.

14. If the authorised medical attendant is of the opinion that owing to the severity of the illness, a patient (member of the staff) cannot be given treatment at the authorised hospitals the patient may receive treatment at his residence.

15. In the case of the individual receiving treatment at his residence referred to in paragraph 14 he shall be entitled to receive towards the cost of such treatment incurred by him a sum equivalent to the cost of such treatment as he would have been entitled, free of charge, to receive under his Schedule if he had not been treated at his residence.

Note : Claims for sums admissible under paragraph 15 shall be accompanied by a certificate in writing by the authorised medical attendant stating :

- (a) his reasons for the opinion referred to in paragraph 14, and
- (b) the cost of similar treatment referred to in paragraph 15.

16. Members of the staff and their families will also be entitled to the reimbursement of the expenses in connection with the treatment of tubercular diseases to the extent as is prescribed by the Board from time to time.

17. In the case of families of the members of the staff, the cost of special medicines (including mixture) will be reimburseable only when they are prescribed for the patient by the authorised medical attendant when the patient is attended to either in the hospital or at the consulting room of the authorised medical attendant or when the patient is undergoing treatment at the out-patient department or as in-patient of the hospital on the recommendation of the authorised medical attendant.

Notes : (1) Family of a member of the staff accompanying him on duty, leave/vacation may consult a Govt. doctor of the status of the authorised medical attendant the member of the staff as provided under paragraph 3(4) for the member of the staff himself.

- (2) The concession contained in note (1) above is not to be given in a case where a member of the staff while proceeding on tour, leave/vacation takes a member of his family along with him with the intention of obtaining treatment in a place other than at his headquarters.

18. Charges for services rendered in connection with medical attendance and/or treatment of a member of the family of a member of the staff should be paid by him to the hospital authorities. The Institute will reimburse the cost of medical attendance and/or treatment on the production of the hospital bills, duly countersigned, save in the case of such bills of Government hospital by the authorised medical attendant.

Note : The authorised medical attendant of the family of a member of the staff is the same as the authorised medical attendant of the member himself.

18A. The family of a member of the staff who could not be provided with living accommodation within the Institute Campus or who is on duty or on leave in India (outside headquarters) may receive medical treatment as an in-patient or out-patient in a State-aided hospital.

19. Medical attendance and treatment by arrangement with the authorised medical attendant at a consulting room maintained by him shall be deemed to be medical attendance and treatment at a hospital.

20. Medical treatment shall include confinement of a lady member of the staff or the wife of a male member of the staff in a hospital, pre-natal and post-natal treatment at the residence of the member of the staff is not allowed.

Note : Anaesthetic fees & charges for pre-natal and post-natal treatment received at the hospital or at the consulting room of the authorised medical attendant including the cost of medicines prescribed are reimburseable.

21. The following instructions shall also be adhered to in submitting claim bills for reimbursement of medical expenses, namely :

- (i) The bills should be duly supported by the requisite receipts, cash memos, prescriptions, essentiality certificates and other relevant documents as prescribed by the Board of Governors from time to time.
- (ii) It should be ensured that the reimbursement for the cost of those medicines that are included in the list of excluded medicines and preparations as shown in the Central Government Compilation of Medical Attendance Rules and Orders, as amended from time to time is not allowed.
- (iii) Necessary vouchers and receipts should be attached to the bills in support of claims for reimbursement of charges for tests conducted or treatment afforded in hospitals e.g. X-ray, blood tests, etc.
- (iv) It should be ensured that hospital bills for treatment as in-patient show the allocation of charges under medical attendance, bedding, diet, nursing, special nursing and medicines and that only cost of admissible items is claimed.
- (v) Reimbursement of the cost of medicines of Indian systems of medicine and homoeopathy is also admissible.

22. Bill for reimbursement of medical expenses from the members of the staff of the Institute shall be countersigned by the Director of the Institute and the Director, may, at his discretion delegate this work to the Dy. Director and the Registrar.

Note : The Director shall be the Controlling Authority in respect of his own medical attendance bills.