

JAWAHARLAL NEHRU UNIVERSITY
(SC/ST/OBC Cell)/ (Health Centre)

FAQ's for Serving Employees and Dependents

1. What is the scheme for JNU Serving Employees and their Dependents?

They are covered by CGHS facility. For any further information/ updates, FAQ's of CGHS may be referred.

2. Is there any additional facility at JNU Health Centre?

They are provided with O.P.D consultation and can get referral from C.M.O, I/C Health Centre or in his absence from Medical Officer, Health Centre as and when it is required. They are governed by Medical Attendance and Treatment Rules (Reimbursement of Medical Expenses Incurred by the University Employees and Members of Their Families). (PDF). The Lab facility is provided on payment basis which is reimbursed. Homeopathy medicines, ECG, wound dressing facility are provided free of cost.

3. What is Hospital?

"Hospital" means a hospital approved by the University for the purpose and included in the list under Rules. A list of CGHS approved hospitals can be downloaded from the following link: <https://cghs.gov.in/showfile.php?lid=5103>

4. What is Family?

'Family' means-

- (a) Husband/Wife including more than one wife and also judicially separated wife.
- (b) Parents and Stepmother.
- (c) In the case of adoption, only the adoptive and not the real parents.
- (d) If the adoptive father has more than one wife, the first wife only.
- (e) A female employee has a choice to include either her parents or her parents-in-law; option exercised can be changed only once during service.
- (f) Children including legally adopted children, stepchildren and children taken as wards subject to the following conditions:
Unmarried Son : Till he starts earning, or attains the age of 25 years, whichever is earlier
Daughter : Till she starts earning or gets married, whichever is earlier, irrespective of age-limit.
- (g) No age-limit for son suffering from permanent disability of any kind (physical or mental).
- (h) Widowed daughters and dependent divorced/separated daughters – irrespective of age-limit.
- (i) Sisters including unmarried/divorced/abandoned or separated from husband/widowed sisters – irrespective of age-limit.
- (j) Minor brothers
- (k) No age-limit for permanently disabled dependent brother.
- (l) **Dependency.** – The income limit for dependency of the family members (other than spouse) is Rs. 9,000 *plus* the amount of Dearness Relief admissible on Rs. 9,000 on the date of consideration of the claim.

Parents residing with either the Government servant or the rest of the family members in a station other than the employee's headquarters are eligible for reimbursement.

5. What is the validity of Rates?

As per CGHS rates list given on CGHS website: <https://cghs.gov.in/showfile.php?lid=4334>

6. Who is Authorised Medical Attendant (AMA)?

The Chief Medical Officer of the Health Centre of the University, or in his absence the Medical Officer or the Officer-in-Charge of the CGHS Dispensary concerned acts as the Authorized Medical Attendant for certifying that the staff member concerned needs hospitalization. This certificate shall ordinarily be obtained before actual hospitalization and will have to be submitted along with the medical reimbursement claim.

7. What is Treatment in Recognised Hospital?

After being recommended by the Specialist/ CMO of CGHS/Govt. Hospital/CMO, Health Centre J.N.U., the employees concerned can approach for treatment to any hospital/

Diagnostic Centre of choice as recognized by J.N.U. and for various medical procedures/tests/investigations recommended by the specialist.

In case the employee, in spite of facility being available in the city chooses to get treatment in C.G.H.S. recognized institution in another city, permission will be given by the Registrar but in such cases T.A/D.A. would have to be borne by the employee himself/herself.

8. What Rules are applicable for Employees residing in Satellite Towns of Delhi?

For employees residing in Satellite towns of Delhi viz. Gurgaon, Faridabad, Ghaziabad and Noida, C.M.O. in-charge of the dispensaries in the satellite towns and C.M.O., J.N.U. Health Centre may refer emergency and non-emergency cases directly to private recognized hospitals by JNU for treatment and management.

9. What is the procedure for Referral to Private Recognized Hospital?

An employee taking treatment in CGHS Dispensary/Govt. Hospital and needs to obtain treatment in a private hospital recognized by the University, the Authorized Medical Attendant, AMA (as mentioned in point No.06) may grant permission for treatment.

10. What is the procedure for treatment at places which are not covered by the C.G.H.S?

If an employee or a member of his family covered under C.G.H.S. falls ill at a place not covered under C.G.H.S., the treatment shall be admissible under the C.S. (M.A) Rules 1956. The re-imburement in such cases shall be restricted to the amount which would have been incurred had the treatment been taken in Govt./State Govt. Hospital in that city.

11. What is the process of Referring cases to un-recognized hospitals?

The permission for taking treatment in the un-recognised hospitals shall be granted by the Vice-Chancellor only after satisfying himself that facilities for treatment for those tests and other out-door/in-door treatment are not available in Govt./Private recognised hospitals which will be certified by the concerned specialist. The re-imburement in such cases will be at Govt./ Private recognised hospital rates.

12. What are approved hospitals?

All recognised hospitals as per CGHS list as updated/ amended from time to time. Kindly refer the CGHS website for the same.

13. What are “PACAKAGE DEAL RATES”?

“Package Rate” shall mean and include lump sum cost of inpatient treatment/day care/diagnostic procedure for which a CGHS beneficiary has been permitted by the Competent Authority or for treatment under emergency from the time of admission to the time of discharge including (but not limited to) –

- (a) (i) Registration Charges, (ii) Admissions charges, (iii) Accommodation charges including patients diet, (iv) Operation Charges, (v) Injection Charges, (vi) Dressing charges, (vii) Doctor/consultant visit charges, (viii) ICU/ICCU charges, (ix) Monitoring charges, (x) Transfusion charges, (xi) Anaesthesia charges, (xii) Operation theatre charges, (xiii) Procedural charges/surgeon’s fees, (xiv) Cost of surgical disposables and all sundries used during hospitalization, (xv) Cost of medicines, (xvi) Related routine and essential investigations, (xvii) Physiotherapy charges etc. (xviii) Nursing care and charges for its services.
- (b) Cost of Implants/stents/grafts is reimbursable in addition to package rates as per CGHS ceiling rates for Implants/stents/grafts or as per actual, in case there is no CGHS prescribed ceiling rates.
- (c) Treatment charges for new born baby are separately reimbursable in addition to delivery charges for mother.
- (d) The hospitals empanelled under CGHS shall not charge more than 07 days for other Major Surgeries; 03 days for Laparoscopic Surgeries/normal deliveries; and 01 day for day care/Minor (OPD) surgeries.

14. What is “ENTITLEMENT FOR INDOOR TREATMENT”?

Entitlement of wards in Private hospitals empanelled under CGHS would be as under:

Sl. No.	Corresponding Basic Pay drawn by the Officer in Seventh CPC	Ward Entitlement	
		Private Hospitals empanelled under CGHS	AIIMS, New Delhi
1.	Upto Rs.47,600/-	General Ward	General Ward
2.	Rs.47,601/- to Rs.63,100/-	Semi-private Ward	General Ward
3.	Rs.63,101/- to Rs.80,900/-	Private Ward	Private Ward
4.	Rs. 80,901 and above	Private Ward	Deluxe/ Private Ward

In Govt./State Govt./Municipal Hospitals employees drawing Rs. 47,600/-per month and above are entitled to Nursing Home facilities.

(FREE DIET)

Treatment	Admissibility
For those who are undergoing treatment in Central Government Hospitals for TB or Mental Disease.	For those who are drawing pay/ pension/ family pension subject to a monetary limit of Rs. 69,700/-
Others	Upto Rs. 44,900/-

15. What is ‘ROOM RENT’?

The Maximum room rent reimbursable for different categories would be as under:

Sl. No.	Room/ Ward	Rate admissible
1.	General Ward	Rs.1000/- per day
2.	Semi-private Ward	Rs.2000/- per day
3.	Private Ward	Rs.3000/- per day
4.	Day Care (06 to 08 Hrs.)	Rs. 500/- for all categories

16. What are Rules for reimbursement for Procedures/Investigations for which no prescribed rates are given?

Re-imburement will be limited to AIIMS rates and in case rates have not been fixed by AIIMS for any particular procedure/investigation/test, re-imburement to be made as per actual.

17. What is “TREATMENT IN EMERGENT CASES”?

In case of emergency, employee may go directly to private recognized/Govt. referral hospital and submit an MRC after discharge from the Hospital. However, the case for re-imburement will be processed only when C.M.O., J.N.U., Health Centre decide whether the case falls under emergency category or not.

Since it is not always possible to obtain prior permission in emergency, treatment taken by employee in emergency will be considered on merits even if the treatment is taken from a non-recognised private hospital. For granting ex-post-facto approval in emergency cases, the power is delegated to the Officer In-charge (SC/ST/OBC Cell) who may exercise power after the case examined by C.M.O., J.N.U., Health Centre.

In all those cases where hospitalization is not involved, re-imburement of expenditure incurred by the employees on purchase of medicines directly from authorized/registered chemist shops during emergency shall be allowed.

18. What is the process for reimbursement of expenses?

All claims for re-imbursement of medical expenses incurred by the employees on medical attendance and/or treatment for themselves and their families should be preferred on the standard form obtained from the SC/ST/OBC Cell of the University).

Medical, surgical and other facilities under the medical treatment available to employees at the hospital shall include:

- (a) Employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the authorized medical attendant or the medical authorities in the hospital during hospitalizations;
- (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 which are considered to be essential by the medical authorities in the hospital, but are not available in the hospital;
- (d) Such accommodation as is ordinarily provided in the hospital and is suited to the status of the employee;
- (e) Such nursing as is ordinarily provided to in-patients by the hospital; and
- (f) Specialist consultation on the advice of the authorized medical attendant or medical authorities in the hospital during hospitalization.

Re-imbursement of charges for special nursing facility will be admissible provided it is certified by the Medical Superintendent of the hospital that such a facility was absolutely essential.

Note: Case of special nursing shall be decided on merits of each case having regard to the nature of the disease and where hardship is involved. The amount to be reimbursed to the employee in respect of such special nursing shall be limited to the amount, which is in excess of 25% of the pay of the employee for the period for which special nursing was necessary.

The ceiling rates of special nurse and ayah/attendant for re-imbursement are:

- | | | |
|--------------------|---|-------------------------------|
| 1. Special Nurse | - | Rs.150/- per shift of 12 Hrs. |
| 2. Ayah/ Attendant | - | Rs.75/- per shift of 12 Hrs. |

Officer Incharge of SC/ST/OBC Cell of the University will decide the cases of re-imbursement of medical claims in respect of treatment obtained in emergency at private hospital/private nursing home/private clinic subject to item-wise ceiling as per rates prescribed for C.G.H.S. beneficiaries without financial limit on the total amount to be reimbursed.

19. What are non-reimbursement expenses?

Re-imbursement of expenses in respect of the following items shall not be permissible:

- (a) Medicines and preparations excluded from the Central Government Compilation of Medical Attendance Rules and Orders, as amended from time to time.
- (b) Diet or provision therefore or accommodation superior to the status of the employee.
Note: In the case of hospitals the tariffs of which indicate a flat inclusive charge per diet, the diet charges should be regulated as follows:
 - (i) Where the flat charges made by the hospital include (1) diet (2) accommodation (3) ordinary nursing and (4) medical and surgical services, 20% (twenty per cent) of flat charge will be reckoned as diet charges; and
 - (ii) Where the flat charges made by the hospital include (1) diet (2) accommodation and (3) ordinary nursing, only 50% (fifty per cent) of the flat charge will be reckoned as diet charges;
- (c) Preparations which are not medicines but are primarily foods, tonics, toilet preparations or disinfectants;
- (d) Expensive drugs, tonics, laxatives or other elegant and proprietary preparations for which drugs of equal therapeutic value is available

20. What is the process of submission of bills?

It should be ensured that hospital bills for treatment as in-patient show the allocation of charges as under medical attendance,

- (a) Bedding; (b) nursing; (c) special nursing; (d) medicines; (e) diet and that only cost of admissible items are claimed.

The various clinical tests/investigations done by the employees of the University on the advice of attending doctors the requirement of submission of diagnostic reports should not be insisted upon while admitting the medical claims for reimbursements and that appropriate verification can be done by the SC/ST/OBC Cell directly from the concerned laboratory/hospital, in case of any doubt. The Ministry further informed that the medical prescription issued by a CGHS Medical Officer/Government Specialist prescribing diagnostic tests/investigations shall be treated as valid for a single use within a period of two weeks from the date of prescription. However, the medical prescription shall remain valid beyond two weeks for undertaking diagnostic tests/investigations, if specifically prescribed by the CGHS doctor/Government Specialist about the date or period by which the prescribed tests are to be conducted for a routine check-up or follow-up treatment. The medical prescription would require revalidation or issue of a fresh prescription from the prescribing CGHS doctor/Govt. Specialist for getting the prescribed tests done after expiry of the validity period of two weeks or as prescribed by the CGHS doctor/Government Specialist, as the case may be. The Claim for OPD treatment should be preferred within 06 months and for IPD treatment, the claim should be preferred within 06 months period from the date of discharge from the hospital. Condonation of the delay in submission of medical bills shall be considered by the Registrar on the merit of each case.

21. Who is the Controlling Officer?

The Deputy Registrar (SC/ST/OBC Cell) shall be the Controlling Officer to pass claims for re-imburement of medical expenses in respect of all employees except Vice-Chancellor, Rector, Deans, Registrar, Co-ordinator (E), Librarian and Finance Officer for whom the Vice-Chancellor shall be the Controlling Officer.

22. Query regarding interpretation of Rules.

If any question arises regarding the interpretation of these rules, it shall be referred to the Vice-Chancellor whose decision shall be final.

23. What would be the Rate of Subscription?

Sl. No.	Corresponding levels in the Pay Matrix as per Seventh CPC	Contributions (Rupees per month)
1.	Level: 1 to 5	Rs. 250/-
2.	Level: 6	Rs. 450/-
3.	Level: 7 to 11	Rs. 650/-
4.	Level: 12 and above	Rs. 1000/-

- * **The medical facility/ treatment in the approved / recognized hospitals, who have signed MoU agreement with the University, shall remain valid till they are on the panel of CGHS approved/ JNU approved Hospitals or any further notice by the JNU whichever is earlier.**