

JAWAHARLALNEHRUUNIVERSITY

NEW DELHI-110067

MEDICAL ATTENDANCE AND TREATMENT RULES
(REIMBURSEMENT OF MEDICAL EXPENSES INCURRED BY THE
UNIVERSITY EMPLOYEES AND MEMBERS OF THEIR FAMILIES)

(Approved by E.C. Vide Resolution Item No.613/EC/19.07.2001)

(Updated as on 08.11.2016)

1. DEFINITIONS

- 1.1 "Hospital" means a hospital approved by the University for the purpose of these rules and included in the list under Rule 4 below.
- 1.2 "Family" means wife or husband of a member of staff, as the case may be, and parents, children and step-children wholly dependent on the employee.
- 1.3 "Leave" includes vacations.
- 1.4 "Medical Treatment" means the use of all medical and surgical facilities available to private individuals at the hospital in which the patient is treated.

2. APPLICABILITY

- 2.1 These rules shall apply to all employees.
- 2.2 These rules are also applicable to the employees who are residing in area which are not covered under the CGHS Scheme. (Authority - Office Order No. 34 dated 9.8.79 & Circular No. SCT/XII/48 dated 22.7.92).
- 2.3 Validity of Rates
The rates will remain in force till such time the same are not revised by the Govt. of India, MH&FW. Further, any changes made in the rates will be adopted by the University w.e.f. the date these are implemented by the Government.

3. AUTHORISED MEDICAL ATTENDANT

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 will act as the Authorized Medical Attendant for certifying that the staff member concerned needs hospitalization. This certificate should ordinarily be obtained before actual hospitalization and will have to be submitted along with the medical reimbursement claim.

4. TREATMENT IN RECOGNISED HOSPITAL

- 4.1 After being recommended by the Specialist of CGHS/Govt. Hospital/CMO, Health Centre J.N.U., the employees concerned can approach for treatment to any hospital of his/her choice 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
(MH& F.W. O.M. No.S-14025/7/2000-MS dated 28.3.2000).

4.2 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 for treatment and management. (Authority G.I. Deptt. of Health and Family Welfare, Letter No. 110011/6/99-CGHS(P) dated 2.9.99).

4.3 Treatment in Private recognized Hospital:

For treatment in private recognized hospital, referral may be made on the recommendation of the treatment procedure by the Government specialist/C.M.O. JNU. Health Centre for indoor treatment in private recognized hospital by the Registrar. The permission for follow up treatment may be given for a period of 6 months from the date of discharge of the beneficiary from the hospital. (Authority O.M. No.S-12020/4/97-CGHS (A) dated 1.9.99 of M.H. & F.W.).

4.4 Outdoor treatment at Hospitals:

In terms of relevant extracts of Ministry of Health GOI, OM No. S11011/2/2008-CGHS(P) dated 20.05.2009 under(F), Monetary ceiling for direct consultation with specialists in Central Government /State Government/Municipal Hospitals: The monitoring ceiling for determining the entitlement for direct consultation with specialists in the Central Government/State Government/Municipal Hospitals is revised to pay/pension/family pension of Rs. 33,480/- per month and above. (Reference: Concurrence of the Department of Expenditure vide its O.M. No. 18(I)/E-V/209 dated 17.4.2009). **(AMMENDED VIDE E.C. RESOLUTION NO. 6.17 Dated 18.11.2014)**

4.5 Referral to Private Recognized Hospital:

An employee taking treatment in some CGHS Dispensary/Govt. Hospital and desires to obtain treatment in a private hospital recognized by the University, the Registrar may grant him permission for indoor treatment on the clear recommendation of the Govt. Specialist or C.M.O. of the dispensary or C.M.O., J.N.U. Health Centre. (M.H. & F.W. O.M. No S-12020/4/97-CGHS (P) dated 24.10.2000)

4.6 Treatment taken in Emergency Cases in Private Hospitals Recognized by J.N.U without prior permission:

Ex-post facto approval in such case will be granted by the Registrar after considering the merit of each case. (Para ii Ex-Post Facto approval item (b) of Information Booklet on CGHS).

4.7 Officials not covered under CGHS:

(A) Where AM A is appointed in the area :-

1. Official should go to his AMA for consultation/OPD treatment.
2. AMA is not authorized for giving indoor treatment at his own clinic/nursing home.
3. A.M. A. should refer the patient for any Investigation/Lab. Test to a Govt./Pvt. Recognized/Referral Hospital. Charges incurred for the same at private/test done at AMA's clinic will not be reimbursed unless non availability certificate is produced from the Govt. Hospital.
4. Officials can not go to any Pvt. Recognized/Referral Hospital directly. But reimbursement for the treatment taken at Pvt. Recognized/Referral hospital in emergent circumstances is allowed only in admission case but after getting ex-post-facto approval from Registrar.
5. Official can take OPD and indoor treatment from Government Hospital without permission from A.M.A.

(B) When A.M. A. is not appointed in the area :-

1. The employees residing in areas not covered under CGHS can take OPD treatment from the CGHS/JNU recognized hospitals directly in case of any medical emergency. In such cases, the approval may be given by the CMO, Health Centre or Registrar on the basis of a certificate from the concerned hospital.

1.1 The employees residing in areas not covered under CGHS can take OPD treatment from Government/State/Municipal hospitals under CS (MA)/CGHS Rules. However, for OPD treatment in CGHS/JNU recognized hospitals, the employees shall take prior referral from CMO, Health Centre.

1.2 The employees residing in area not covered under CGHS can take indoor treatment from CGHS/JNU recognized hospitals on the recommendation of a Government Specialist/CMO Health Centre with prior permission from the Registrar.

1.3 The employees residing in area not covered under CGHS are eligible for fixed medical allowance as applicable under CS(MA) Rules, where AMA is not appointed.)

(AMMENDED VIDE E.C. RESOLUTION NO.6.8 Dated 30.08.2016 and 07.09.2016).

4.8 Treatment at places 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-imbusement 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.(M . H &F.W.O.M. No. S-1 1001 1/4/95-CGHS(P) dated 2.6.1995)

4.9 Referring cases to un-recognized hospitals:

The permission for taking treatment in the un-recognised hospitals shall be granted by V.C. 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-imbusement in such cases will be at Govt./Private recognised hospital rates. (O.M. No. S-11011/15/93-CGGS(P) dated 3.8.93 of M.H. & F.W. - Page No. 11 of Information Booklet on C.G.H.S.)

5. APPROVED HOSPITALS*

A list of Govt./Pvt. Hospitals & Diagnostic Centres in National Capital Region as approved under CGHS and adopted by the University for treatment is available on the website of the University.

6. 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) – (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) Anesthesia charges, (xii) Operation theater 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 the

7 days for other Major Surgeries;

3 days for Laparoscopic Surgeries/normal deliveries; and

1 day for day care/Minor (OPD) surgeries.

(O.M. No.11011/23/2009, dated 16.11.2010) (AMMENDED VIDE E.C. RESOLUTION NO.4.23 Dated 14.11.2011)

7 ENTITLEMENT FOR INDOOR TREATMENT

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

S.No.	Ward Entitlement	Pay drawn in Pay Band
1.	General Ward	Upto Rs.13,950/-
2.	Semi-private Ward	Rs.13951/- to Rs.19530/-
3.	Private Ward	Rs.19540/- and above

(O.M. No.11011/23/2009, dated 16.11.2010) (AMMENDED VIDE E.C. RESOLUTION NO.4.23 Dated 14.11.2011)

7.2 Entitlement of wards in Private hospitals empanelled under AIIMS, New Delhi:-

S.No.	Ward Entitlement	Pay drawn in Pay Band
1.	General Ward	Upto Rs.19,530/-
2.	Semi Private Ward	From Rs.19540/- to Rs.25,110/-
3.	Private Ward/ Deluxe Ward	Rs.25,120/- and above

(O.M. No18(I)/E-V/2009, dated 17.4.2009) (AMMENDED VIDE E.C. RESOLUTION NO.4.23 Dated 14.11.2011)

7.3 In Govt./State Govt./Municipal Hospitals employees drawing Rs.13,950/- and above are entitled to Nursing Home facilities. (AMMENDED VIDE E.C. RESOLUTION NO.4.23 Dated 14.11.2011)

8. ROOM RENT

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

General Ward	Rs.1000/- per day
Semi-private Ward	Rs.2000/- per day
Private Ward	Rs.3000/- per day

(O.M. No.11011/23/2009, dated 16.11.2010) (AMMENDED VIDE E.C. RESOLUTION NO.4.23 Dated 14.11.2011)

9. REIMBURSEMENT FOR PROCEDURES/INVESTIGATIONS FOR WHICH NO PRESCRIBED RATES

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

10. TREATMENT IN EMERGENT CASES

In case of immediately 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-imbursement 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-fact approval emergency cases, the power is delegated to the Registrar, J.N.U., Registrar may exercise his power after the case is examined by C.M.O., J.N.U, Health Centre.

In all those cases where hospitalization is not involved, re-imbursement of expenditure incurred by the employees on purchase of medicines directly from authorized/registered chemist shops during emergency shall be allowed after obtaining the approval of Registrar. (M.H. & F.W. O.M. No. 3426/99 J.D(M) CGHS/CGHS(P) dated 18.2.2000).

11. PREGNANCY CASES

Once the pregnancy is diagnosed/confirmed by the Govt. CGHS doctors including the Medical Officer working at the dispensary level, the Registrar may permit admission for confinement purpose in the private hospitals recognized by the University.

12. **RE-IMBURSEMENT OF EXPENSES**

12.1 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).

12.2 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.

12.3 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 (Basic pay in Fourth Pay Commission Pay Scale) 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 :-

Special Nurse	:	Rs. 150 per shift of 12 hours
Ayah/Attendant	:	Rs. 75 per shift of 12 hours

12.4 Registrar 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. (Deptt. of Health O.M. No. S-12020/4/97-CGHS(P) dated 7.3.2000)

13. **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 are available.

14. **SUBMISSION OF BILLS**

14.1 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 and
- (e) diet

and that only cost of admissible items is claimed.

14.2 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.

(AMMENDED VIDE E.C. RESOLUTION NO. 6.17 Dated 18.11.2014).

- 14.3 The Claim for OPD treatment should be preferred within 3 months and for IPD treatment, the claim should be preferred within three 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.

(AMMENDED VIDE E.C. RESOLUTION NO.6.4 Dated 11.5.2015)

15 **CONTROLLING OFFICER**

The Registrar 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.

16 **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.

- 17 Central Services (Medical Attendance) Rules shall be applied to all University employees in full except otherwise specified.

18 **RATE OF SUBSCRIPTION**

Sl. No.	Grade Pay drawn by the Officer	Contribution (Rupees per month)
1.	Upto Rs.1650/- per month	Rs.50/-
2.	Rs.1800/-, Rs.1900/-, Rs.2000/-, Rs.2400/- and Rs.2600/- per month	Rs.125/-
3.	Rs.4200/- per month	Rs.225/-
4.	Rs.4600, Rs.4800/-, Rs.5400/- and Rs.6600/- per month	Rs.325/-
5.	Rs.7600 and above per month	Rs.500/-

(AMMENDED VIDE E.C. RESOLUTION NO.4.16 Dated 6.4.2010)

**** 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.***