



संत लोंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान  
लोंगोवाल, जिला-संगरूर, पंजाब-148106  
(भारत सरकार, मा.स.वि.म. के अधीन समविश्वविद्यालय)  
Sant Longowal Institute of Engineering & Technology  
Longowal, District-Sangrur, Punjab- 148106  
(Deemed University under MHRD, Government of India)

संदर्भ सं/Ref.No. SLIET/ Admn/ 5500-5503

दिनांक/Date: 18/11/17

**OFFICE ORDER**

In continuation of this Office Order No. SLIET/Admn./15/5400-5403 dated 18.12.2015, consequent to the approval accorded by the Board of Management (BoM) of the Institute vide Agenda Item No. 17.12 in its 17<sup>th</sup> meeting held on 20.02.2015 and subsequently ratified by the BoM in its 18<sup>th</sup> meeting held on 19.05.2015, the following Hospitals/Ultrasound Centres have been re-empanelled by the Institute upto 30.11.2017 to provide medical facilities to the regular employees and their families in terms of the Memorandum of Understanding (MoU) signed between the Institute and the Hospitals/Ultrasound Centres & to be read in conjunction with Central Service (Medical Attendance) Rules as applicable for SLIET employees:-

- 01 Bansal Hospital and Heart Centre, Haripura Road, Sangrur
- 02 Singla Surgical Hospital, Dhuri Road, Sangrur
- 03 Sibia Healthcare Pvt. Ltd., Jind Road, Sangrur.
- 04 Harbans Ultrasound & C.T. Scan Centre, Opposite Civil Hospital, Sangrur.
- 05 Dr. Sodhi Scans, Dhuri Road, Sangrur

All the employees of the Institute will be allowed to avail the facilities of above Hospitals/ Ultrasound Centres only after obtaining the referral slip from the Medical Officer, SLIET, Dr. Charanjit Singh and in his absence to whom the charge devolves except for in emergency.

*[Signature]*  
16/11/2017

Dr. Sanjeev Bansal  
Registrar

Copy to :-

- 01 All the above Hospitals/Ultrasound Centres – with a request to provide medical treatment to SLIET employees and their families in accordance with the MoU and Central Service (Medical Attendance) Rules together with a copy of the MoU & the Central Service (Medical Attendance) Rules duly signed for ready reference.
- 02 Director, SLIET for information please.
- 03 All Deans/Registrar/HODs/Section In-charges – with a request to bring this order to the notice of all the employees working under them.
- 04 Faculty I/C ACSS, SLIET – with a request to upload the Office Order alongwith the MoU on the Institute's website.

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN  
SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL  
(Deemed University)

AND

BANSAL HOSPITAL AND HEART CENTRE, HARIPURA ROAD, SANGRUR

This Memorandum of Understanding entered between Sant Longowal Institute of Engineering & Technology (SLIET), Longowal and M/s. Singla Hospital and Heart Centre, Haripura Road, Sangrur will be effective for a period of one year i.e. 01.12.2016 to 30.11.2017 which can be further extended for a period of three years on mutual consent of both the parties.

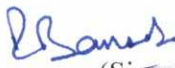
1. M/S BANSAL HOSPITAL AND HEART CENTRE (Hospital, in short), will provide Outdoor and Indoor treatment to the entitled beneficiaries of SLIET, Longowal at concessional CGHS rates.
2. The Hospital shall verify the identity of the SLIET beneficiaries including their dependents through his or her photograph on his/her medical booklet to be carried by him/her and issued by SLIET, Longowal, before starting the treatment
3. The Hospital shall ensure that the best medical treatment/facility is extended to the beneficiary.
4. If a particular treatment is not available in the Hospital, the SLIET beneficiary may be referred to any Govt. medical Institution/Hospital where facilities for such treatment exist.
5. The Hospital shall allow the officials of SLIET to visit the beneficiary, to inspect the indoor treatment papers & to ascertain the welfare of the patient and that the latter is satisfied with the services.
6. The Medical Officer of SLIET reserves the right to discuss with the concerned doctor the line of treatment.
7. The Hospital shall ensure that the beneficiary is admitted in the hospital only for the number of days as required for the treatment and carry out such investigation and treatment as essential to the ailment. Any incidental investigation not essentially required for the ailment but demanded by the patient, will not be reimbursable by SLIET, and the hospital will have to inform the patient that the latter would have to bear the cost for the same.
8. The beneficiary of SLIET will be allowed admission only after obtaining the referral slip from the M.O. of the institute; except in cases of emergency only in which the case the hospital must call up M.O., SLIET immediately and obtain authorization for the patient within 24 hours of admission or prior to the discharge whichever is earlier.
9. For post emergency care the hospital will transfer the patient to the room, as per his entitlement and which would also be mentioned in the Authorization Letter.

  
Dr. Ravinder Bansal  
M.D. (MEDICINE)  
Bansal Hospital & Heart Centre  
Haripura Road, SANGRUR




10. The hospital will ensure that the fees and other charges for the treatment both Indoor and OPD are strictly as per the concessional CGHS 2010 Delhi or the latest such rates which the SLIET beneficiary would directly pay to the hospital and which would be reimbursable by the Institute to the beneficiary as per the Central Govt. Rules.
11. The hospital will submit the bills to the beneficiary as per the agreed schedule of charges and concessional CGHS Rates. Any amount charged over and above will be deducted from the bill.
12. The hospital will ensure that the bills indicate a clear break-up for all the treatments given to the beneficiary at concessional CGHS rates as applicable. The signatures of both the authorized signatory of the hospital and the beneficiary should appear on the bills.
13. The hospital will ensure that in case of any test conducted in house/outside laboratory having accreditation from State/National Accreditation Board, the bills would be admissible for reimbursement to the beneficiary as per the rules of the Central Govt.
14. The hospital will refund to the beneficiary amount if any charged in excess of CGHS rates.
15. In case of any negligence in the treatment of the beneficiary, the hospital shall be solely responsible for all consequences and claim, if any to be made by the beneficiary.
16. SLIET Longowal reserves the right to terminate the MoU by giving the Hospital 90 days prior notice without assigning any reasons.

IN WITNESS WHEREOF, both the Parties have set and subscribed their respective hands to this Memorandum of Understanding on the date and place mentioned below, in the presence of following witnesses.

  
(Signature)  
**Dr. Ravinder Bansal**  
Chairman/Managing Director  
Bansal Hospital and Heart Centre  
Haripura Road, Sangrur  
(M.D. MEDICINE)

Dated: 8.12.16

  
(Signature)  
Registrar  
Sant Longowal Institute of Engineering & Technology (SLIET), Longowal.

Dated: \_\_\_\_\_

#### WITNESSES:

1. Signature:

Name

Address

Dated: \_\_\_\_\_

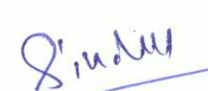
**For Sai Medicose**  
**Rajdeep Singh Prop.**

2. Signature:

Name:

Address:

Dated: \_\_\_\_\_

  
**Dr. Chhajerjit Singh**  
M.O  
8/12/16

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN  
SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL  
(Deemed University)  
AND

SINGLA SURGICAL HOSPITAL, Dhuri Road SANGRUR

This Memorandum of Understanding entered between Sant Longowal Institute of Engineering & Technology (SLIET), Longowal and M/s. Singla Surgical Hospital, Dhuri Road, Sangrur will be effective for a period of one year i.e. 01.12.2016 to 30.11.2017 which can be further extended for a period of three years on mutual consent of both the parties.

1. M/S SINGLA SURGICAL HOSPITAL (Hospital, in short), will provide Outdoor and Indoor treatment to the entitled beneficiaries of SLIET, Longowal at concessional CGHS rates.
2. The Hospital shall verify the identity of the SLIET beneficiaries including their dependants through his or her photograph on his/her medical booklet to be carried by him/her and issued by SLIET, Longowal, before starting the treatment
3. The Hospital shall ensure that the best medical treatment/facility is extended to the beneficiary.
4. If a particular treatment is not available in the Hospital, the SLIET beneficiary may be referred to any Govt. medical Institution/Hospital where facilities for such treatment exist.
5. The Hospital shall allow the officials of SLIET to visit the beneficiary, to inspect the indoor treatment papers & to ascertain the welfare of the patient and that the latter is satisfied with the services.
6. The Medical Officer of SLIET reserves the right to discuss with the concerned doctor the line of treatment.
7. The Hospital shall ensure that the beneficiary is admitted in the hospital only for the number of days as required for the treatment and carry out such investigation and treatment as essential to the ailment. Any incidental investigation not essentially required for the ailment but demanded by the patient, will not be reimbursable by SLIET, and the hospital will have to inform the patient that the latter would have to bear the cost for the same.
8. The beneficiary of SLIET will be allowed admission only after obtaining the referral slip from the M.O. of the institute; except in cases of emergency only in which the case the hospital must call up M.O., SLIET immediately and obtain authorization for the patient within 24 hours of admission or prior to the discharge whichever is earlier.
9. For post emergency care the hospital will transfer the patient to the room, as per his entitlement and which would also be mentioned in the Authorization Letter.

  
K.G. Singla M.S. F.A.I.S.  
Regd. No. 17675 Dt. 23.1977  
Singla Surgical Hospital  
Mehal Mubarik, Sangrur




10. The hospital will ensure that the fees and other charges for the treatment both Indoor and OPD are strictly as per the concessional CGHS 2010 Delhi or the latest such rates which the SLIET beneficiary would directly pay to the hospital and which would be reimbursable by the Institute to the beneficiary as per the Central Govt. Rules.
11. The hospital will submit the bills to the beneficiary as per the agreed schedule of charges and concessional CGHS Rates. Any amount charged over and above will be deducted from the bill.
12. The hospital will ensure that the bills indicate a clear break-up for all the treatments given to the beneficiary at concessional CGHS rates as applicable. The signatures of both the authorized signatory of the hospital and the beneficiary should appear on the bills.
13. The hospital will ensure that in case of any test conducted in house/outside laboratory having accreditation from State/National Accreditation Board, the bills would be admissible for reimbursement to the beneficiary as per the rules of the Central Govt.
14. The hospital will refund to the beneficiary amount if any charged in excess of CGHS rates.
15. In case of any negligence in the treatment of the beneficiary, the hospital shall be solely responsible for all consequences and claim, if any to be made by the beneficiary.
16. SLIET Longowal reserves the right to terminate the MoU by giving the Hospital 90 days prior notice without assigning any reasons.

IN WITNESS WHEREOF, both the Parties have set and subscribed their respective hands to this Memorandum of Understanding on the date and place mentioned below, in the presence of following witnesses:


  
 K. Singh M.S. F.A.I.S.  
 Regd. No. 17575 DL 23.1977  
 Chairman/Managing Director  
 Singla Surgical Hospital, Dhuri, Sangrur  
 Mehla, Sangrur


Dated: \_\_\_\_\_

  
 (Signature)  
 Registrar  
 Sant Longowal Institute of Engineering &  
 Technology (SLIET), Longowal.

Dated: \_\_\_\_\_

WITNESSES:

1. Signature:   
 Name: KANWAR SARUP RANSAL  
 Address: 128/5 Krishna Road  
 Dated: 08/12/2016 Sangrur

2. Signature:   
 Name: K. Singh  
 Address: 128/5 Krishna Road  
 Dated: 08/12/16 Sangrur

  
 Charanjit Singh  
 M.A.


**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN**  
**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL**  
**(Deemed University)**

**AND**

**SIBIA HEALTHCARE PVT. LTD., JIND ROAD, SANGRUR**

This Memorandum of Understanding entered between Sant Longowal Institute of Engineering & Technology (SLIET), Longowal and M/s. Sibia Healthcare Pvt. Ltd., Jind Road, Sangrur will be effective for a period of one year i.e. 01.12.2016 to 30.11.2017 which can be further extended for a period of three years on mutual consent of both the parties.

1. M/S SIBIA HEALTHCARE PVT. LTD. (Hospital, in short), will provide Outdoor and Indoor treatment to the entitled beneficiaries of SLIET, Longowal at concessional CGHS rates.
2. The Hospital shall verify the identity of the SLIET beneficiaries including their dependents through his or her photograph on his/her medical booklet to be carried by him/her and issued by SLIET, Longowal, before starting the treatment.
3. The Hospital shall ensure that the best medical treatment/facility is extended to the beneficiary.
4. If a particular treatment is not available in the Hospital, the SLIET beneficiary may be referred to any Govt. medical Institution/Hospital where facilities for such treatment exist.
5. The Hospital shall allow the officials of SLIET to visit the beneficiary, to inspect the indoor treatment papers & to ascertain the welfare of the patient and that the latter is satisfied with the services.
6. The Medical Officer of SLIET reserves the right to discuss with the concerned doctor the line of treatment.
7. The Hospital shall ensure that the beneficiary is admitted in the hospital only for the number of days as required for the treatment and carry out such investigation and treatment as essential to the ailment. Any incidental investigation not essentially required for the ailment but demanded by the patient, will not be reimbursable by SLIET, and the hospital will have to inform the patient that the latter would have to bear the cost for the same.
8. The beneficiary of SLIET will be allowed admission only after obtaining the referral slip from the M.O. of the institute; except in cases of emergency only in which the case the hospital must call up M.O., SLIET immediately and obtain authorization for the patient within 24 hours of admission or prior to the discharge whichever is earlier.
9. For post emergency care the hospital will transfer the patient to the room, as per his entitlement and which would also be mentioned in the Authorization Letter.

  
**Dr. Prabjot Singh Sibia**  
M.B.B.S., M.D. (Medicine)  
D' Cardiology (London)  
Sibia Health Care Pvt. Ltd.  
Regd. No. 35324 (P.M.C.)



10. The hospital will ensure that the fees and other charges for the treatment both Indoor and OPD are strictly as per the concessional CGHS 2010 Delhi or the latest such rates which the SLIET beneficiary would directly pay to the hospital and which would be reimbursable by the Institute to the beneficiary as per the Central Govt. Rules.
11. The hospital will submit the bills to the beneficiary as per the agreed schedule of charges and concessional CGHS Rates. Any amount charged over and above will be deducted from the bill.
12. The hospital will ensure that the bills indicate a clear break-up for all the treatments given to the beneficiary at concessional CGHS rates as applicable. The signatures of both the authorized signatory of the hospital and the beneficiary should appear on the bills.
13. The hospital will ensure that in case of any test conducted in house/outside laboratory having accreditation from State/National Accreditation Board, the bills would be admissible for reimbursement to the beneficiary as per the rules of the Central Govt.
14. The hospital will refund to the beneficiary amount if any charged in excess of CGHS rates.
15. In case of any negligence in the treatment of the beneficiary, the hospital shall be solely responsible for all consequences and claim, if any to be made by the beneficiary.
16. SLIET Longowal reserves the right to terminate the MoU by giving the Hospital 90 days prior notice without assigning any reasons.

IN WITNESS WHEREOF, both the Parties have set and subscribed their respective hands to this Memorandum of Understanding on the date and place mentioned below, in the presence of following witnesses.

(Signature)  
Chairman/Managing Director  
Sibia Healthcare Pvt. Ltd.,  
Jind Road, Sangrur

Dated: 08/12/16

Dr. Prabjot Singh Sibia  
M.B.B.S., M.D. (Medicine)  
D' Cardiology (London)  
Sibia Health Care Pvt. Ltd.  
Regd. No. 35324 (P.M.C.)

(Signature)

Registrar  
Sant Longowal Institute of Engineering &  
Technology (SLIET), Longowal.

Dated: \_\_\_\_\_

WITNESSES:

1. Signature:

Name Jasvir Singh

Address Manager, Sibia Healthcare  
Pvt. Ltd. Sangrur

Dated: 08-12-16

2. Signature:

Name:

Address:

Dated:

Sun  
Sunder Lal  
CVI 11  
8/12/16  
Dr. Charanjit Singh  
M.D.

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN  
SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL  
(Deemed University)


AND

HARBANS ULTRASOUND AND C.T. SCAN CENTRE,  
OPPOSITE CIVIL HOSPITAL, SANGRUR

This Memorandum of Understanding entered between Sant Longowal Institute of Engineering & Technology (SLIET), Longowal and M/s. Harbans Ultrasound and C.T. Scan Centre, Opposite Civil Hospital, Sangrur will be effective for a period of one year i.e. 01.12.2016 to 30.11.2017 which can be further extended for a period of three years on mutual consent of both the parties.

1. M/S HARBANS ULTRASOUND AND C.T. SCAN CENTRE (Harbans Ultrasound, in short), will provide Ultrasound and C.T. Scan services to the entitled beneficiaries of SLIET, Longowal at concessional rates, as enclosed at Annexure.
2. Harbans Ultrasound will entertain the beneficiary of SLIET only after obtaining the referral slip from the M.O. of the Institute; except in cases of emergency only in which case the Harbans Ultrasound must call up M.O. SLIET immediately and obtain authorization for the patient within 24 hours of reporting.
3. The Harbans Ultrasound shall verify the identity of the SLIET beneficiaries including their dependents through his or her photograph on his/her medical booklet to be carried by him/her and issued by SLIET, Longowal, before providing the services.
4. The Harbans Ultrasound shall ensure that the best facilities are extended to the beneficiary.
5. The Harbans Ultrasound will ensure that the fees and other charges for the services provided are strictly as per the concessional rates agreed to which the SLIET beneficiary would directly pay to the Harbans Ultrasound and which would be reimbursable by the Institute to the beneficiary to the extent and as per the Central Govt. Rules.
6. The Harbans Ultrasound will submit the bills to the beneficiary as per the agreed schedule of charges and concessional Rates. Any amount charged over and above will be deducted from the bill.
7. The Harbans Ultrasound will ensure that the bills indicate a clear break-up for all the services provided to the beneficiary at concessional rates as agreed to. The signatures of both the authorized signatory of the Harbans Ultrasound and the beneficiary should appear on the bills.
8. The Harbans Ultrasound will refund to the beneficiary amount if any charged in excess of the agreed rates.

Page 1 of 2

  
**Dr. Harbans Singh**  
M.D. (Radio-Diagnosis)  
Regs. No. SG6/2001  
Harbans U/S & C.T. Scan Centre  
Dhuri Road, SANGRUR (Pb.)



9. In case of any negligence in the treatment of the beneficiary, the Harbans Ultrasound shall be solely responsible for all consequences and claim, if any to be made by the beneficiary.
10. SLIET Longowal reserves the right to terminate the MoU by giving the Harbans Ultrasound 90 days prior notice without assigning any reasons.

IN WITNESS WHEREOF, both the Parties have set and subscribed their respective hands to this Memorandum of Understanding on the date and place mentioned below, in the presence of following witnesses.

(Signature)

(Dr. Harbans Singh)  
Radiologist & Sonologist (Reg. No. 23434)  
Opposite Civil Hospital, Sangrur  
Harbans U/S & C.T. Scan Centre  
Dhuri Road, SANGRUR (Ph.)

Dated: 8.12.2016

(Signature)

Registrar  
Sant Longowal Institute of Engineering &  
Technology (SLIET), Longowal.

Dated: \_\_\_\_\_

WITNESSES:

1. Signature:

Name: Atma Singh  
Address: Sangrur  
Dated: 8/12/16

2. Signature:

Name: Sunder Lal  
Address: 11/11/11  
Dated: 8/12/16

Do  
8/12/16  
Changit Singh  
M.O

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN**  
**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL**  
**(Deemed University)**

**AND**

**DR. SODHI SCANS, DHURI ROAD, SANGRUR**

This Memorandum of Understanding entered between Sant Longowal Institute of Engineering & Technology (SLIET), Longowal and M/s. Dr. Sodhi Scans, Dhuri Road, Sangrur will be effective for a period of one year i.e. 01.12.2016 to 30.11.2017 which can be further extended for a period of three years on mutual consent of both the parties.

1. M/S DR. SODHI SCANS (Sodhi Scans, in short), will provide Ultrasound and C.T. Scan services to the entitled beneficiaries of SLIET, Longowal at concessional rates, as enclosed at Annexure.
2. Sodhi Scans will entertain the beneficiary of SLIET only after obtaining the referral slip from the M.O. of the Institute; except in cases of emergency only in which case the Sodhi Scans must call up M.O. SLIET immediately and obtain authorization for the patient within 24 hours of reporting.
3. The Sodhi Scans shall verify the identity of the SLIET beneficiaries including their dependents through his or her photograph on his/her medical booklet to be carried by him/her and issued by SLIET, Longowal, before providing the services.
4. The Sodhi Scans shall ensure that the best facilities are extended to the beneficiary.
5. The Sodhi Scans will ensure that the fees and other charges for the services provided are strictly as per the concessional rates agreed to which the SLIET beneficiary would directly pay to the Sodhi Scans and which would be reimbursable by the Institute to the beneficiary to the extent and as per the Central Govt. Rules.
6. The Sodhi Scans will submit the bills to the beneficiary as per the agreed schedule of charges and concessional Rates. Any amount charged over and above will be deducted from the bill.
7. The Sodhi Scans will ensure that the bills indicate a clear break-up for all the services provided to the beneficiary at concessional rates as agreed to. The signatures of both the authorized signatory of the Sodhi Scans and the beneficiary should appear on the bills.
8. The Sodhi Scans will refund to the beneficiary amount if any charged in excess of the agreed rates.
9. In case of any negligence in the treatment of the beneficiary, the Sodhi Scans shall be solely responsible for all consequences and claim, if any to be made by the beneficiary.
10. SLIET Longowal reserves the right to terminate the MoU by giving the Sodhi Scans 90 days prior notice without assigning any reasons.

*W. Sodhi*  
**FUR DR. SODHI SCANS**  
**DHURI ROAD, SANGRUR**



IN WITNESS WHEREOF, both the Parties have set and subscribed their respective hands to this Memorandum of Understanding on the date and place mentioned below, in the presence of following witnesses.


  
(Signature)  
(Dr. Jasbir Kaur Sodhi)  
M.D. (Radiodiagnosis)  
Ex-P.C.M.S. (Regd.No.27015)  
Dr. Sodhi Scans, Dhuri Road, Sangrur


Dated: 8-12-2016


  
(Signature)  
Registrar  
Sant Longowal Institute of Engineering &  
Technology (SLIET), Longowal.

Dated: \_\_\_\_\_

WITNESSES:

1. Signature:   
Name PARMINDER KUMAR  
Address H. No. 207, Basu Street  
Subha Kirti Sangrur.  
Dated: 8-12-16

2. Signature:   
Name: Sinderjit  
Address: L P Chit  
Dated: 8/12/16

  
8/12/16  
Dr. Charanjit Singh  
M.O.

## APPENDIX - X

### INSTRUCTIONS FOR GOVERNMENT SERVANTS

1. First find out who is your Authorized Medical Attendant. Your pay and place of illness will determine your Authorized Medical Attendant.
2. Whenever you need medical attendance and/or treatment for yourself or your family, please consult your Authorized Medical Attendant first. As the Medical Attendance Rules turn round him, you will not be entitled to any reimbursement unless you consult him and proceed in accordance with his advice. You should also strictly follow the instructions laid down in Section 1.
3. When you go to the hospital for admission of yourself or any member of your family as an in-patient, inform the Authorized Medical Attendant of your being a Central Government servant and of your pay so as to enable the authorities of the hospital to allot to you accommodation suited to your status.
4. Once you are admitted as in-patient in a hospital, you are bound by the rules and procedure in that particular hospital. Rules and procedure vary from hospital to hospital.
5. At the time of leaving the hospital after treatment, please get the hospital bill and receipts, vouchers, Essentiality Certificate, etc., duly signed or countersigned by the Authorized Medical Attendant or the Medical Officer in charge of the patient in the hospital, as the case may be, for the purpose of claiming refund of expenses incurred.
6. In the case of families, you need not consult your Authorized Medical Attendant before admitting a female member of your family in any of the Women's hospitals recognized for the purpose.
7. In the case of treatment of families (female members) receiving treatment at the recognized Women's hospitals, get the hospital bills, etc., countersigned by the Medical Superintendent of the hospital. In the case of male members of your family, get such bills countersigned by the Authorized Medical Attendant.
8. In emergent cases involving accidents, serious nature of disease, etc., the patient can be admitted in a private hospital / clinic in case no Government or recognized hospital is available nearer than the private hospital / clinic and the case is one of real emergency necessitating such admission and treatment. Orders in this regard are contained in Appendix-VIII.
9. Prefer your claims for refund of medical expenses incurred, in the relevant application form, giving full particulars called for therein and also attaching all the certificates required to be produced under the rules. This will avoid as far as possible any delay in settling your claims.
10. You can draw advance of money from Government in order to enable you initially to meet expenditure on medical attendance and treatment for yourself and members of your family on the terms and conditions specified in Section 2 of the Compilation.
11. If you are in Calcutta, please note the arrangements for the medical attendance and treatment at that place, as given in Section 6 of the Compilation.

## APPENDIX - XI

### INSTRUCTIONS FOR DOCTORS

1. The provisions of the Medical Attendance Rules and Orders issued from time to time should be strictly observed. The following points should be particularly noted:—

- (1) Pathological, Bacteriological, Radiological or other methods of examination for the purpose of diagnosis should be carried out at a Government hospital or laboratory.
- (2) A patient should not be referred to a private Specialist, except where specifically provided for in Government orders and under no circumstances to a Specialist or Medical Officer, Government or private, outside the State.
- (3) A patient should not be admitted to a hospital or nursing home which does not come within the scope of the rules or which has not been recognized for the purpose of the rules.
- (4) Dental treatment when it is obtained at a Government hospital under the advice of the Authorized Medical Attendant is covered by the Medical Attendance Rules, as provided for in Government of India's Decision in Section 1.
- (5) Utmost economy should be exercised while prescribing medicines. Where cheaper medicines of equal therapeutic value are available, only those should be prescribed.
- (6) Medicines should not be prescribed for all the 10 days at a stretch. The daily dosage should be indicated in the prescriptions.
- (7) Prescription of phials towards the end of the 10 days' period should be avoided, if possible.
- (8) While signing medical bills, never certify items of foods, tonics having more food value, disinfectants and other similar preparations as essential.
- (9) Reimbursement of the cost of Ayurvedic, Unani, Siddha and Homoeopathic medicines is also admissible.
- (10) Essentiality Certificates in respect of medicines should be granted in the prescribed form and should legibly show (preferably in block letters) the names of the medicines prescribed and the amount incurred on the purchase of each medicine.
- (11) List of items of medicines for which refund is not admissible under the Medical Attendance Rules are issued by the Ministry of Health from time to time. The items mentioned in these lists as well as foods, toilets, disinfectants, appliances or dressing should not be included in the Essentiality Certificates. Their cost will not be reimbursed to Government servants even if prescribed by the Authorized Medical Attendants. The list issued by the Ministry is



illustrative only. The AMA will decide the admissibility of a new medicine / preparation.

- (12) Payments received from Central Government servants or members of their families, on account of fees for consultation, administration of injections, etc., should be indicated in the body of the Essentiality Certificate itself, *vide* Clauses (a) and (b) of Form 'A'. A revenue stamp should be affixed on the Essentiality Certificate itself if the amount received exceeds ₹ 20.
- (13) The designation and degree should be clearly indicated while signing the reimbursement papers.

2. The following principles should be observed:—

- (1) For the purpose of 'medical attendance', as distinct from 'medical treatment', there should be no need for repeated consultations which include 'repeat' prescriptions. In such cases up to 4 consultations at the rate of one consultation, a day should be sufficient.
- (2) Treatment at a consulting room should be limited to the administration of injections only.
- (3) Cases requiring prolonged treatment should be admitted to hospitals unless hospitalization is definitely not necessary in any particular case.
- (4) If hospitalization is not considered necessary but the treatment is expected to be prolonged requiring many consultations and several injections spread over a period of more than 10 days, the patient should be referred to the out-patient department of a Government / recognized hospital at the earliest.
- (5) Hospitalization should be advised in cases where it is required, and if, in spite of the specific advice of the Medical Officer, a patient does not seek admission into hospital, the Medical Officer concerned should record a note to that effect while signing or countersigning the bills, certificates, etc., necessary to be produced by the Government servant for the purposes of claiming refund from Government. In such cases, no refund would be admissible.
- (6) In cases which are definitely not prolonged, treatment (limited to the administration of injections only), during medical attendance may be given spread over a period not exceeding 10 days. In such cases, normally 10 injections in a period of 10 days should suffice. These limits may be exceeded slightly (not exceeding 5), viz., 15 injections spread over a period of 10 to 15 days (or even more days depending on the condition or ailment of the patient as in the opinion of the Authorized Medical Attendant is essential for the recovery of the patient) at the discretion of the Authorized Medical Attendant.

3. If a Central Government servant or a member of his family is not entitled to the services of the Medical Officer whom the patient consults, he should direct the patient to the proper Authorized Medical Attendant.

## APPENDIX — XII

### INSTRUCTIONS FOR CONTROLLING OFFICERS

1. All claims for reimbursement of medical expenses incurred by the Government servants on medical attendance and/or treatment for themselves and their families should be preferred on the standard form.

2. All claims should be scrutinized by the Office or Ministry concerned. While examining these claims, it should *inter alia* be verified—

- (1) that the Government servant or a member of his family consulted the Authorized Medical Attendant, or another Medical Officer, who is either of equivalent rank or immediately junior in rank to his Authorized Medical Attendant, and attached to any hospital / dispensary in the station in which the Authorized Medical Attendants of various categories of Government servants appointed by the Government in terms of Rule 2 (a) of the CS (MA) Rules, are posted. The list of Authorized Medical Attendants may be obtained from the State Administrative Medical Officer concerned;
- (2) that a Government servant drawing pay of ₹ 1,200<sup>1</sup> p.m. and less and members of his family received attendance and treatment from an Assistant Surgeon, Grade I, or a Medical Officer of equivalent rank, but attached to the same hospital / dispensary as the Authorized Medical Attendant, viz., an Assistant Surgeon, Grade II, only in the circumstances mentioned in the relevant Government of India's Decision (5) below Rule 2.
- (3) that in cases where a Specialist is attached to the same hospital (i.e., Central Government hospital only), as the Authorized Medical Attendant, the approval of the Medical Superintendent of the hospital for consultation with such Specialist was obtained by the Authorized Medical Attendant;
- (4) that the fees paid to the Authorized Medical Attendant or a Specialist, for consultation or for administering injections are at the rates prescribed;
- (5) that having regard to the pay / emoluments of the Government servant, and the class of service to which he belongs, the accommodation occupied by him or a member of his family in the hospital was according to his status. Rules and schedules of charges of the hospital concerned may be obtained from the State Administrative Medical Officer concerned;
- (6) that the claims for reimbursement of expenses, on account of medical attendance and treatment (limited to administration of injections) are in accordance with the principles enunciated in Section 1;

1. Revised ceiling as per Decision 1 below Rule 2.



- (7) that reimbursement of diet charges is not allowed, except in cases where the pay of the Government servants concerned is not more than—
- (i) ₹ 1,350<sup>1</sup> p.m. in the case of patients suffering from any disease other than TB and Mental Diseases;
  - (ii) ₹ 2,000<sup>1</sup> p.m. in the case of patients suffering from TB and Mental Diseases; and
  - (iii) ₹ 1,200<sup>2</sup> in respect of patients suffering from Leprosy.
- (8) that except for TB, Cancer, Polio and Mental diseases, for which separate orders exist, treatment for other diseases in Government / recognized hospitals outside the District / State, but within India, was obtained, subject to the fulfilment of the conditions specified in the Government of India's Decision No. (2) below Rule 5.
- (9) that medicines prescribed are admissible under the rules.

3. The Controlling Authorities may use their discretion in allowing reimbursement of injection fees paid to another Government or non-Government Doctor (registered with the State Medical Council), other than the Authorized Medical Attendant, in cases where they are satisfied that in the circumstances of the case there was no other alternative but to get the injections administered by such a Doctor, or in cases where the patient is specifically advised by the Authorized Medical Attendant to get the injections administered from outside. Reimbursement of fees for such injections should not, however, exceed the prescribed rates.

4. Ministries / Departments of the Government of India and also Heads of Departments as defined in the General Financial Rules and those declared as such under Clause (f) of sub-rule (1) of Rule 3 of the Delegation of Financial Powers Rules, 1978, are empowered to allow reimbursement of medical claims in relaxation of rules in respect of treatment taken in private hospitals / medical institutions without any distinction between private clinics / nursing homes. Reimbursement may be allowed up to the extent admissible without any overall ceiling; but this is subject only to individual itemwise ceiling as prescribed *vide* Appendix-VIII. Reimbursement in relaxation of rules is not admissible if treatment is obtained in private clinics / nursing homes of the AMA and also in case of Dental treatment.

5. Claims for reimbursement should be disposed of by the Office or Ministry concerned. All bills for charges, on account of medical attendance and treatment should be countersigned by the Controlling Authorities who are empowered to countersign Travelling Allowance Bills of Government servants concerned. Charges on account of medical attendance and treatment are debitable to the sub-head "Allowances Honoraria" in salary and establishment pay bills.

1. Revised ceiling as per Decision 1 below Rule 2.

2. Pre-revised pay. See Decision 1 and Authors' Note thereunder below Rule 2.

It is the duty of the Controlling Officers to scrutinize carefully before signing or countersigning a claim in respect of medical expenses that the claim is genuine and is covered by the rules and orders on the subject and that the charges claimed are supported by the necessary bills, receipt, certificates, etc. They are empowered to disallow claims which do not satisfy these conditions.

6. References should be made to the Ministry of Health only in respect of such cases as require clarification of doubts or interpretation or application of rules or subsidiary instructions. Such references should be made to the Health Ministry in the form of a self-contained memorandum or note, forwarding also the necessary bills, documents, etc. Such references should be routed through the Administrative Ministry in the case of Attached and Subordinate Offices. Matters which can be decided by the Ministries, etc., in the light of the rules and the orders issued thereunder, from time to time, should not be referred to the Ministry of Health merely with a view to obtaining confirmation of the decisions proposed to be taken in regard to claims on reimbursement.

7. Where special sanction is accorded in relaxation of the rules, it should be so mentioned in the body of the sanction order itself.

8. \* \* \* \* \*

9. Steps should be taken to ensure that Government servants are made fully aware of the names and designations of the Authorized Medical Attendants, and a list of such Authorized Medical Attendants may be obtained direct from the State Administrative Medical Officer concerned.

10. Orders and instructions issued from time to time regarding medical attendance and treatment should be brought to the notice of the Government servants promptly.

11. Unofficial files containing the Government decisions regarding refund of expenses incurred by Government servants on account of medical attendance and treatment should not be shown to them. Where information has to be obtained from the officer concerned, it should be done by an official communication and the final decision should also be communicated to him officially without assigning reasons therefor.

12. The cases relating to medical reimbursement claims of Central Government employees, involving interpretation of medical attendance rules may in the first instance be referred by the Ministries / Departments to Directorate General of Health Services direct for advice and comments. If the case does not involve any interpretation of the medical attendance rules, the Directorate General of Health Services will return the case direct to the originating Ministries / Departments. In case, however, an interpretation of any rule is involved, the Directorate General of Health Services will refer the file to the Ministry of Health and Family Planning who will examine the case further in the light of the comments / advice tendered by Directorate General of Health Services and



take further action as may be appropriate, if necessary, in consultation with the Ministry of Finance.

[ G.I., M.H., O.M. No. 14025/33/75-MC, dated the 15th April, 1975. ]

**Important instructions for the guidance of the Controlling Authorities to prevent abuse of medical reimbursement facilities.**

1. Medical reimbursement bills of the 5% (five per cent) of the individuals whose total claim in a year exceeds a total amount of ₹ 1,000 (Rupees One thousand only) shall be subjected to careful scrutiny. Further, all claims in excess of ₹ 1,000 (Rupees One thousand only) shall continue to be thoroughly scrutinized as per existing instructions. In cases of doubtful nature, verification should be undertaken through the vigilance organizations of Departments / Offices. In important cases involving bribery and corruption, a reference may be made to Special Police Establishment. The Central Bureau of Investigation may also be approached if a big racket is exposed.

[ G.I., M.H. & F.W., O.M. No. S. 14025/15/94-MS, dated the 12th August, 1994. ]

2. The time-limit of three months for the presentation of medical claims should be strictly adhered to and a reimbursement claim which is not supported by a regular voucher / cash memo should not be allowed.

[ Department of Health, O.M. No. S. 14023/1-B/74-MC., dated the 21st August, 1974. ]

3. According to the Department of Health, O.M. No. F. 29-3/72-MA, dated the 14th May, 1971, read with this Department's Notification No. S. 14012/5/74-MC, dated the 10th December, 1974, some Private Registered Medical Practitioners are being appointed by the Chairman, Central Government Employees' Welfare Co-ordination Committees as Authorized Medical Attendants for the purposes of Central Services (Medical Attendance) Rules, 1944.

In view of the increase in malpractices, it is suggested that the private medical practitioners appointed as Authorized Medical Attendants should be required to issue cash memos in respect of the medicines supplied by them to the Central Government servants and the members of their families indicating the verifiable details like Sl. No. of the cash memo., its date, name of the patient, amount of fees charged, complete name of medicines, its Batch No., etc. Those cash memos, etc., should be checked up thoroughly by the controlling authorities.

[ Department of Health, Letter No. S. 14023/1/74-MC., dated the 9th October, 1974. ]

4. It should also be checked up that the medicines prescribed by the Authorized Medical Attendants have been purchased from Chemists / Druggists licensed under the Drugs and Cosmetics Act and Rules framed thereunder.

[ M.H., O.M. No. S. 14018/1/85-MS, dated the 14th May, 1985. ]

5. The maintenance of the prescribed Control Register should be ensured and periodical review of the register should be done by the officer immediately superior to the Controlling Officer and also whenever inspection of the office is undertaken. The Controlling Officer should be made responsible for the proper and correct maintenance of the register.

[ Ministry of Health, O.M. No. S. 14023/1/73-MC., dated the 26th March, 1975. ]

6. Controlling Officer should satisfy himself that the entries of serial numbers of cash memos have been duly made in the Control Register and he should not countersign the medical claims unless the registers are duly put up to him for his perusal.

7. Wherever the specimen signatures of Authorized Medical Attendants can be obtained without protest on the part of the Authorized Medical Attendants, this should be obtained confidentially at the level of the Controlling Officer and kept on record, under the personal custody of the Controlling Officer, who will compare the same with the signatures on the Essentiality Certificates before countersigning the medical claims so as to ensure the genuineness of issue of the Essentiality Certificate by the Authorized Medical Attendants before passing the claims. These specimen signatures should on no account be passed on to the office in the usual course.

8. According to this Department's O.M. No. F. 29-113/66-MA, dated the 20th May, 1967, as amended, such parents are eligible to the facilities granted under the Central Services (Medical Attendance) Rules, 1944, as are residing with the Government servant and whose income is less than ₹ 1,500 p.m. In order to ensure that the parents are normally residing with the Government servants, a declaration was required to be furnished by the Government servants at the beginning of every calendar year regarding income and residence of the parents with the officials. The residential condition in respect of dependent parents has been relaxed in cases where the members of the family of a Government servant reside at a place other than his duty station and his parents also reside with the rest of the family members.

It is the duty of the Controlling Officer to ensure that such declarations are already on record before any claim for medical reimbursement in respect of dependent parents is admitted by him.

9. In order to ensure genuineness of the claims relating to medical treatment / attendance of family members at a place other than the station of duty of the official, it would be desirable to obtain a declaration from the Government servant of his intention to send the family members to a particular station (even though it may be a station other than his home station) and the approximate period during which they are likely to remain there and that in case they fall ill during this period medical attendance / treatment would be obtained for them from the Authorized Medical Attendants of these stations.



10. Original bills are not to be returned to the claimant for reconciling discrepancies. The claimant should only be asked to settle the discrepancies by giving them all the necessary particulars, if necessary, by forwarding copies of the documents. In case the Government servant asks for the original documents, they may be sent to the Head of the Office where he works, if it is different office and he may be asked to examine the documents, in the presence of a Gazetted Officer or if he himself is a Gazetted Officer, in the presence of the immediate superior.

11. It may be noted that the benefit of doubt is given to the officials in cases where there are minor discrepancies in the claims regarding dates, etc. In all the cases, the Controlling Officers have the discretionary powers either to reject the claims or to give the benefit of doubt to the officials depending on the circumstances of each case. It is, therefore, necessary that the Controlling Officers exercise their discretionary powers judiciously so as to distinguish cases of deliberate misuse as against cases of minor discrepancies, the bona fides of which are not in doubt.

12. Issue of cash memos with back dates and countersigning of the same by the Authorized Medical Attendant, is a serious irregularity obviously with the intention to defraud the Government and has, therefore, to be dealt with firmly. The Controlling Officer should not hesitate to institute necessary investigations and to bring the misconduct of both the Chemists as well as of the Authorized Medical Attendants to the proper authorities for the removal of their names from the list of approved chemists and approved medical attendants respectively.

[ G.I., M.H., O.M. No. 1, 14023/1/75-MC, dated the 29th April, 1975. ]

## APPENDIX — XIII

### FORM OF APPLICATIONS FOR MEDICAL CLAIMS

#### Med. 97

**Form of application for claiming refund of medical expenses incurred in connection with medical attendance and/or treatment of Central Government servants and their families — For medical attendance / treatment taken both from an Authorized Medical Attendant and a Hospital**

1. Name and designation of Government servant (in Block Letters) ... ..  
 (i) whether married or unmarried...  
 (ii) if married, the place where wife / husband is employed
2. Office in which employed ... ..
3. Pay of the Government servant as defined in the Fundamental Rules and any other emoluments which should be shown separately.
4. Place of duty ... ..
5. Actual residential address ... ..
6. Name of the patient and his/her relationship to the Government servant ... ..  
 N.B.— *In the case of children state age also.*
7. Place at which the patient fell ill ... ..
8. Details of the amounts claimed ... ..

#### I. Medical Attendance—

- (i) Fees for consultation indicating—
  - (a) the name and designation of the Medical Officer consulted and the hospital or dispensary to which attached ... ..
  - (b) the number and dates of consultation and the fee paid for each consultation ... ..
  - (c) the number and dates of injection and the fee paid for each injection.
  - (d) whether consultations and / or injections were had at the hospital, at the consulting room of the Medical Officer or at the residence of the patient