



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]
Dr Ambedkar Administrative Building, Raghunathpur, Motihari, District - East Champaran, Bihar
Email: osdadmin@mgcub.ac.in | Website: www.mgcub.ac.in

F. No. 11-3/MGCUB/GA/2016

Dated: 22nd February 2022

NOTIFICATION

1. Consequent upon the approval accorded by the **(i)** Finance Committee vide Item No. FC (2018):05.09 in its 5th Meeting held on 27th September 2018; and **(ii)** Executive Council vide Item No. EC (2018):13.23 in its 13th Meeting held on 17th December 2018; and further in terms of provision contained under **Statute 37(5)** of Central Universities Act 2009, the Competent Authority has been pleased to notify the **Ordinance No. 36** of the University dealing with "**MGCUB Medical Treatment and Reimbursement Rules 2018**".
2. The said Ordinance comes into force with effect from the date of approval of the Statutory Bodies of the University. The copy of said Ordinance No. 36 is attached at **ANNEXURE - 1**.
3. This is issued with the approval of the Competent Authority of the University.



Rajeev Kumar
22/02/22
[PROF. RAJEEV KUMAR]
OSD (Administration)

Encl: As stated above (containing total 33 pages)

Copy of the above forwarded to the following for information please:

External:

1. The Secretary, Ministry of Education, Department of Higher Education, New Delhi.
2. The Secretary, University Grants Commission, BSZ Marg, New Delhi
3. The Joint Secretary (CU), Ministry of Education, Department of Higher Education, New Delhi
4. The Joint Secretary (CU), University Grants Commission, New Delhi
5. The Director (CU), Ministry of Education, Department of Higher Education, New Delhi
6. The Under Secretary, Ministry of Education, Department of Higher Education, New Delhi

Internal:

7. The Pro-Vice-Chancellor, MGCU
8. Private Secretary to Vice-Chancellor - for kind information of Hon'ble Vice-Chancellor please.
9. The OSD (Finance)/CoE/DSW/Campus Directors/Proctor/Dean, R&D/Librarian/Coordinator, IQAC, MGCU
10. The Provost/Estate Officer, MGCU
11. All the Deans of different Schools, MGCU
12. All the Heads of various Teaching Departments, MGCU - with the request to bring the same to the knowledge of all concerned under your respective Department.
13. Deputy Registrar/Warden, Girls Hostel/Sports Officer/Section Officers, MGCU
14. In-charge University Website - for uploading the same on University Website for information of all concerned.
15. PRO/Hindi Officer, MGCU
16. Guard File

Dinesh Hooda
22/02/2022
[DINESH HOODA]
Section Officer

ORDINANCE NO. 36
MGCUB MEDICAL TREATMENT AND REIMBURSEMENT RULES, 2018
(Under Section 28(2) of Act and Statute 12(2)(xx) of the Central Universities Act 2009)

1. Short Title and Extent of Application:

- 1.1 The rules may be called Mahatma Gandhi Central University, Bihar (Medical Treatment and Reimbursement) Rules 2018.
- 1.2 These rules are prepared as per Medical Attendances Rules 1944 (Swami's compilation of Medical Attendance Rules 2017 edition) under University Ordinance.
- 1.3 These rules shall apply to all the employees of the University including probationers and apprentices who are in the whole-time service of the University, including employees on deputation when they are on duty, leave including terminal leave or when under suspension, University pensioners on their re-employment under the University.
- 1.4 In regard to medical concessions, the University employees while on deputation to other University or Government / Department will be governed by the rules of the University, Government / Department concerned.
- 1.5 The concessions granted under these rules to University employees are applicable to their families as well, subject to such conditions or exceptions as may be specified under these rules or under the CS (Medical Attendance) Rules of Government of India.
- 1.6 These rules come in to force with effect from the date of notification.

2. Definitions:

In these rules, unless there is anything repugnant in the subject or context:

- 2.1 Advance means a medical advance admissible to University employees for their own treatment or for the treatment of members of their families, as per the admissibility and limits prescribed under these rules.
- 2.2 Authorised Medical Attendant (hereinafter called AMA) means Medical Officers appointed or designated as such by the University.
- 2.3 Medical Officers appointed by the Department of Health, Government of India or by any State Government, or a private registered medical practitioner as may be recognised / authorised by the University.
- 2.4 The AMA of a University employee is determined with reference to the place at which he/she or his/her family member(s) falls ill, whether it be a permanent residence or place of casual stay or the place where he/she may be spending his/her leave.
- 2.5 Honorary Medical Officers outside hospital precincts are just like private medical practitioners and so cannot be regarded as the AMA of University employees under these rules.

Rajew Kumar
22/02/22

Wish Hooda
22/02/2022

- 2.6 District means the district in which the University employee falls ill.
- 2.7 Hospital means a hospital established or recognized by the University or Government or State Government for providing medical facilities. It includes a departmental dispensary established and run by a Department of the University and Government or State Government, a hospital maintained by a local authority or any other hospital with which arrangements have been made by the University for the treatment of University employees and members of their families.
- 2.8 Government means 'Government of India'.
- 2.9 State Government means 'Government of Bihar'.
- 2.10 Medical attendance means attendance by a AMA at the hospital in his consulting room or in the case of illness which compels the patients to be confined to his/her residence, at the residence of the University employee, including such methods of examination for purposes of diagnosis as are available in the nearest Hospital and such consultation with a specialist or other medical officer of the University stationed in the district as the AMA certifies to be necessary to such extent and in such manner as the specialist or medical officer may, in consultation with the AMA determines.
- 2.11 The medical attendance includes attendance at the hospital / dispensary i.e. at the out-patient department or at the residence of the University employee or at the consulting room of the AMA whether maintained at hospital or his residence.
- 2.12 Patient means a University employee to whom these rules apply and who has fallen ill.
- 2.13 Pay means the pay as defined under the University rules. In order to calculate the eligibility of special nursing / special attendant and other matter matters.
- 2.13.1 To determine the status of an officer, the actual pay he is drawing at the time he falls ill should be taken into account.
- 2.13.2 For the purpose of determination of the status of an officer under suspension, the actual pay he was drawing just before the date of his suspension should be taken into account.
- 2.13.3 In the case of re-employed pensioners' the pension should be taken into consideration along with pay for the purpose of determining the grade for the purpose of medical attendance and treatment.
- 2.14 Schedule means a schedule attached to the CS (Medical attendance) Rules 1944.
- 2.15 State means the State in which a patient has fallen ill.
- 2.16 Treatment means the use of all medical and surgical facilities available at a hospital in which the University employee is treated and includes:
- 2.16.1 The employment of such pathological, bacteriological, radiological or other methods as l's considered necessary by the AMA.

Rajiv Kumar
22/02/22

Dinesh
#10026
22/02/2022

- 2.16.2 The supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital;
- 2.16.3 The supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the AMA may certify in writing to be essential for the recovery or for the prevention of serious deterioration in the condition of the University employee except the items mentioned below:
- (a) Preparations which are not medicines but are primarily foods, tonics, toilet preparations or disinfectants as specified in these rules or the **SCHEDULE - I** of CS Medical Attendance Rules 1944, and
 - (b) Expensive drugs, tonics, laxatives or other elegant and proprietary preparatory preparations as specified in these rules the **SCHEDULE - II** of CS Medical Attendance Rules 1944.
- 2.16.4 Such accommodation as is ordinarily provided in the hospital and is suited to his status;
- 2.16.5 Such nursing as is ordinarily provided to in-patients by the hospital; and
- 2.16.6 The specialist consultation described in clause (e) but does not include diet or provision at the request of the University employee or accommodation superior to that described under 2.16.4.
- 2.17 University means the Mahatma Gandhi Central University Bihar, Motihari.
- 2.18 University employee means a whole-time employee of the University including non-teaching, teaching staff and officers of the University.
- 2.19 Head of the Department: The Vice Chancellor of the University shall be Head of the Department under these Rules.

3. Medical Attendance:

- 3.1 A University employee shall be entitled, free of charge, to medical attendance by the AMA.
- 3.2 Any amount paid by him on account of such medical attendance shall, on production of a certificate in writing by the AMA in this behalf, be reimbursed to him by the University as per CS (MA) Rules 1944 (2017 Edition).
- 3.2.1 The all charges/Medical expenditure of Govt. Hospital will be reimbursed 100%.
 - 3.2.2 The charges/Medical expenditure of other Hospital/outdoor will be reimbursed as per CGHS rate or actual whichever is less.
- 3.3 The guiding principles and instructions as contained in CS (MA) Rules, shall be strictly adhered to, for regulating medical claims of the University employees.

Rajiv Kumar
22/02/22

Dinesh Hooda
22/02/2022

Provided that the Controlling officer shall reject any claim, if he is not satisfied with its genuineness on facts and circumstances of each case, after giving an opportunity to the claimant of being heard in the matter. While doing so, he shall communicate to the claimant the reason, in brief, for rejecting the claim and the claimant may submit an appeal to the Finance Officer within a period of forty five days of the date of receipt of the order rejecting the claim.

4. Travelling allowance for medical attendance journeys:

- 4.1 When the place at which a patient falls ill is more than 8 KM by the shortest route from the consulting room of the AMA –
 - 4.1.1 The patient shall be entitled to travelling allowance for the journey to and from such consulting room, or
 - 4.1.2 If the patient is too ill to travel, the authorized medical attendant shall be entitled to TA for the journey to and from the place where the patient is.
- 4.2 Application for TA under these rules shall be accompanied by a certificate in writing by the AMA stating that medical attendance was necessary and / or the patient was too ill to travel.
- 4.3 If the treatment for a particular disease / procedure is available in the same city where the University employee is employed, he may be permitted to avail of the medical services in any other city of his choice but in such cases, he will not be eligible for sanction of TA/DA. In case the treatment for a particular disease / procedure is not available at the same station, the beneficiary will be entitled for sanction of TA of his entitled class for taking treatment in a different city.

5. Consultation with specialist:

- 5.1 If the AMA is of 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:-
 - 5.1.1 Send the patient to the nearest specialist or other Medical Officer as provided under Rule 2.10, by whom, in his opinion, medical attendance is required for the patient, or
 - 5.1.2 If the patient is too ill to travel, summon such specialist or other Medical Officer to attend upon the patient.
- 5.2 A patient so sent, shall on production of a certificate in writing by the AMA in this behalf, be entitled to TA for the journeys to and from the HQ of the specialist or other Medical Officer.
- 5.3 A specialist or other Medical Officer summoned as above shall on production of a certificate in writing by the AMA in this behalf be entitled to TA for the journey to and from the place where the patient is.

6. Medical treatment:

- 6.1 A University employee and his/her dependent family members shall be entitled free

Signature
22/02/22

Page 4 of 33

Signature
22/02/2022

of charge to treatment:-

- 6.1.1 in University health centre or Government hospital or such other recognized hospital as may be at or near the place where he falls ill as can in the opinion of the AMA provide the necessary and suitable treatment; or
- 6.1.2 If there is no such University health centre or Government hospital or such other recognized hospital as is referred to above in such other hospital at or near the place as can in the opinion of the AMA provide the necessary and suitable treatment.
- 6.2 Where the University employee is entitled under sub rule, free of charge, to treatment in hospital, any amount paid by him on account of such treatment in this, behalf, be reimbursed to him by the University.

Provided that the Controlling officer shall reject any claim, if he is not satisfied with its genuineness on facts and circumstances of each case, after giving an opportunity to the claimant of being heard in the matter. While doing so, he shall communicate to the claimant the reason, in brief, for rejecting the claim and the claimant may submit an appeal to the Finance Officer within a period of forty five days of the date of receipt of the order rejecting the claim.

- 6.3 The guiding principles for regulating medical claims given hereunder are to be strictly followed by Medical Officers as well as University employees. The controlling officers are also to examine that these principles are strictly adhered to.
- 6.4 **Cases requiring hospitalization and cases of prolonged treatment not requiring hospitalization:** The cases of medical treatment requiring hospitalization will normally be referred to a hospital by the AMA for admission.

- 6.4.1 If hospitalization is not considered necessary but treatment is expected to be prolonged requiring either more than four consultations / visits within a period of ten days from the date of commencement of treatment, or more than a course of fifteen injections, as the case may be, either separately or concurrently, a patient should be referred to the out patient department (OPD) of the hospital by the AMA at the earliest, unless reference to a specialist is considered necessary.
- 6.4.2 In cases where a patient is so referred to a hospital for treatment by the AMA, the medical authorities at the hospital may treat him at the OPD. The charges if any, levied at the OPD according to the rules of the hospital shall be reimbursable. The Medical Officer-in charge of the case at the OPD will be regarded as the AMA who would inter alia, advise hospitalization in cases where it is required.
- 6.4.3 If in spite of the specific advice of the AMA or the Medical Officer-in charge of the case at the OPD, a patient does not seek admission in the hospital, the AMA or 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 University employee for the purpose of claiming refund from the University. In such cases no refund would be admissible.
- 6.4.4 If, however, owing to lack of accommodation, admission to a hospital is not possible, as advised by the AMA, reimbursement of expenses incurred on treatment will be permissible to the extent otherwise admissible under the rules.
- 6.4.5 A case of prolonged treatment not requiring hospitalization may be defined as a case of single and continuous spell of illness which requires either more

Rajiv Kumar
22/02/22

Wishu
Hooda.
22/02/2022

than four consultations / visits within a period of ten days from the date of commencement of treatment, or more than a course of fifteen injections, as the case may be, either separately or concurrently.

- 6.4.6 Prolonged medical attendance and treatment should thus be obtained only at the OPD of a hospital, either direct from the very beginning or on the advice of the AMA from the date he so advises in accordance with these rules.
- 6.4.7 There is no objection to medical attendance / treatment being received from the AMA before the case is considered as one requiring in-patient treatment or one requiring out-patient treatment being prolonged within the meaning of the definition at (iv) given above. In such cases, medical bills should be restricted up to the limits enjoined in these rules.
- 6.4.8 In cases where a reference is made by the AMA to the OPD, the AMA should make a mention to that effect in the Essentiality Certificate giving the date of such reference. Two Essentiality Certificates (see Certificate 'A' & 'B') will be required in such cases, one pertaining to medical attendance / treatment at the consulting room of the AMA and the other in respect of treatment at the OPD from the Medical Officer-in charge of the case at the hospital.
- 6.4.9 It will be sufficient if a certificate of non-availability of accommodation in a hospital is obtained from one more hospital in a station with more than one recognized hospital, in addition to that where admission has been recommended by the AMA / Medical Officer-in charge of the case at the case, as the case may be, unless a claim is countersigned by the Vice-Chancellor.
- 6.5 **In-patient treatment in hospital without consulting AMA permissible:** A University employee is entitled to receive treatment as an in-patient for himself and members of his family, without consulting his AMA, in a hospital where he is ordinarily entitled to receive treatment under the rules, i.e. in a hospital to which he would be admitted had he consulted his AMA. It will, however, be necessary in such cases before reimbursement is made, to obtain a certificate in the form given from the medical authorities of the hospital that the facilities provided were the minimum which were essential for the treatment of the patient. This provision of rule is applicable also to a University employee or a member of his family suffering from an infectious disease to receive in-patient treatment in a Government Infectious Diseases Hospital situated at a place where the University employee or a member of his family is entitled to receive medical attendance and treatment.
- 6.6 **Hospitalization not in Nursing Home / Clinics of AMAs even in emergent cases:** The claims for reimbursement for treatment at consulting room taken from registered medical practitioners appointed as AMAs is admissible but the claims for reimbursement for medical treatment taken from the hospitals / nursing homes, private or maintained by such AMAs which are not recognized under CS (MA) Rules, 1944, is not admissible.
- 6.7 **Treatment for Immunizing and Prophylactic purposes:** The charges incurred on account of treatment for immunizing and prophylactic purposes are refundable to the University employees in respect of treatment for themselves or members of their families in case of communicable diseases only, viz. cholera, typhoid group of fevers, plague, diphtheria, whooping cough, tetanus and poliomyelitis, under the following conditions:
- 6.7.1 Treatment may be received from the AMA at his consulting room / residence of the patient, or at the OPD of the hospital direct, provided the local authorities

Rajiv Kumar
22/02/22

Wishu Hooda
22/02/2022

such as municipalities, etc. have no arrangements for providing such treatment free of charge and a certificate to this effect is endorsed by the AMA on the claim for the reimbursement of such expenses.

6.7.2 Reimbursement of cost of prophylactic and immunizing agents specified above may be allowed while treatment for prophylactic and immunization is received from sources at (i) above. Fees for consultations paid to the authorized medical attendants for such consultations will also be reimbursable.

6.7.3 Normally the injections prescribed for such immunizing and prophylactic purposes should be got administered at the OPD of a Government / recognized hospital without payment of any injection fee. In cases where facilities for administration of such injections are not available at the OPD of a hospital and a certificate is given to this effect, such injections may be got administered from the AMA at his consulting room or at the residence of the patient on payment of prescribed fees.

6.8 University Employees / Members of their families may take treatment from any hospital recognized under CGHS / State Government:

6.8.1 The University employees or members of their families may avail of medical facilities in any of the Central Government, State Government Hospitals and the hospitals recognized by the State Government / CGHS Rules / CS(MA) Rules 1944 as well as the hospitals fully funded by either Central Government or the State Government subject to the condition that they will be reimbursed the medical expenditure at the rates fixed by the Government under CGHS Rules / CS(MA) Rules 1944 or the actual expenditure incurred, whichever is less.

6.8.2 The University employees, with the prior permission of the Vice-Chancellor, may avail the medical treatment from any of the private hospitals recognized under CGHS or the Central / State Governments.

6.9 Payment / Reimbursement of medical expenses from two sources viz. from the Insurance Companies and the University: The beneficiaries who have subscribed to medical insurance policies in addition to availing facilities of these rules, may claim reimbursement from both the sources subject to the condition that the reimbursement from such sources should not exceed the total expenditure incurred by the beneficiary on the treatment. The beneficiary will make the first claim to the insurance company and the second to the University. The medical claim against the original vouchers / bills would be raised by the beneficiary first on insurance company, which would issue a certificate indicating the amount reimbursed, to the University. The beneficiary would then prefer his medical claim along with the photocopies of vouchers / bills duly certified. The reimbursement by the University would be restricted only to the admissible amount as per approved package rates subject to the condition that the total amount reimbursed by the two organizations does not exceed the total expenditure incurred by the beneficiary.

7. Treatment at Residence:

7.1 If the AMA is of the opinion that owing to the absence or remoteness of a suitable hospital or to the severity of the illness, a University employee cannot be given treatment as provided in Rule 6.1.1 the University employee may receive treatment at his residence.

Rajew Kumar
22/02/22

Wish
Hooda.
22/02/2022
Page 7 of 33

- 7.2 A University employee thus receiving treatment at his residence, shall be entitled to receive towards the cost of such treatment incurred by him a sum equivalent of the cost of such treatment as he would have been entitled, free of charge, to receive under these rules if he had not been treated at residence.
- 7.3 The claims for the sums admissible under the rule shall be accompanied by a certificate in writing by the AMA stating:-
- 7.3.1 his reasons for the opinion referred to under Rule 6.2 and
- 7.3.2 the cost of similar treatment referred to in rule 6.3

8. Other medical facilities:

- 8.1 Charges for the services rendered in connection with but not included in medical attendance on, or treatment of, a patient entitled, free of charge, to medical attendance or treatment under these rules, shall be determined by the AMA and paid by the patient.
- 8.2 If any question arises as to whether any service is included in medical attendance or treatment, it shall be decided under CS (MA) Rules 1944. Still, if any doubt persists, the decision of the Finance Committee shall be final and binding.
- 8.3 The claims of the University employees for reimbursement of expenses on purchase, replacement, repair, adjustments of various artificial appliances and implantation charges viz. dentures, hearing aids, lenses etc. etc. shall be governed under the provisions of CS (MA) Rules 1944.

9. Countersignature of certificates:

- 9.1 The Controlling Officer of a patient may require that any certificate required by these rules to be given by the AMA for travelling allowance purposes shall be countersigned –
- 9.1.1 In case of all employees other than Statutory Officer, by the Finance Officer, and
- 9.1.2 In case of Statutory Officers, by the Vice-Chancellor

10. Transfer to foreign service / deputation:

No employee shall be transferred to Foreign Service / deputation unless the foreign employer undertakes to afford to him, so far as may be privileges not inferior to those which he would have enjoyed under these rules if he had been employed in the services of the University.

11. Treatment outside India:

A University employee shall be eligible to obtain medical treatment outside India or, as the case may be, to claim reimbursement of the cost of medical treatment obtained inside or outside India in accordance with the provisions of Rule 11 of CS (MA) Rules, 1944.

Rajendra Kumar
22/02/22

Dinesh Hooda
22/02/2022

12. Cash Memo and Essentiality Certificate:

- 12.1 The cash memos for purchase of medicines must be countersigned by the Doctor prescribing the medicines and the Essentiality Certificate must contain the name of all the medicines prescribed and the amount incurred on the purchase of each medicine.
- 12.2 Only serially numbered cash memos with particulars of suppliers printed on it shall be accepted. In case of loss of original cash memos by an employee, the duplicate cash memos submitted by him may be accepted provided the circumstances leading to the losses of the original are fully and satisfactorily explained to the satisfaction of the controlling officer and the duplicate cash memos are duly countersigned by the AMA.
- 12.3 The Doctor must indicate clearly his designation and degrees while signing such reimbursement claim papers.
- 12.4 The cash memos attached with reimbursement claims should be duly cancelled and super-scribed by the Drawing and Disbursing Officer / Controlling Officer in red ink with the following words at the time of regulation of medical claim bills to check their fraudulent re-use:

Rs..... admitted and claimed in Bill No

13. Time limit for medical claims:

- 13.1 The final claims for reimbursement of medical expenses of University employees in respect of a particular spell of illness should ordinarily be preferred within three months from the date of completion of treatment as shown in the essentiality certificate issued by the AMA.
- 13.2 The time limit of three months should be strictly adhered to and the claims not preferred within three months shall be rejected by the controlling officers.
- 13.3 The condonation of delay in preferring the final reimbursement claims should not be considered as a routine matter. However, the controlling officers, however, may examine on merit each individual case seeking condonation, where they are satisfied with the reasons for delay which are to be recorded in writing, and recommend the individual cases for condonation to the Finance Officer for examination.
- 13.4 It power to condone delay in submission of medical reimbursement claims shall be vested with the Vice-Chancellor whose decision shall be final and binding.

14. Application for claiming reimbursement:

The application for claiming reimbursement of medical expenses incurred in connection with medical attendance and/or treatment of University employees or their family members shall be submitted on the prescribed application form in ANNEXURE - I.

Rajiv Kumar
22/02/22

Dinesh Hooda
22/02/2022

15. Medical Attendance claims register:

A record of all medical reimbursement claims shall be maintained in the Medical Attendance Claims Register (ANNEXURE - II).

16. Grant of Advances:

- 16.1 An advance would be admissible to University employees for their own treatment or for the treatment of members of their families-
- 16.1.1 As an in-patient in a hospital under the provisions of these rules
- 16.1.2 As an out-patient in the cases of major special diseases, like TB / Cancer / Acute Myeloid Leukemia, etc.
- 16.1.3 Advance for purchase / replacement of artificial appliances.
- 16.2 No advance shall be admissible in case where treatment is being obtained at the residence of the University employee or at the consulting room of the AMA or of the TB / Cancer specialist, or as an out-patient in cases other than TB / Cancer / Acute Myeloid Leukemia.
- 16.3 The application for advance should be supported by a certificate from the Medical Officer / specialist of the hospital that the patient is being treated as an in-patient or in TB / Cancer / Acute Myeloid Leukemia case as an out-patient, at a hospital indicating the duration of such treatment together with the estimates of anticipated expenses thereof.
- 16.4 The maximum limit for grant of advances shall be as prescribed under CS (MA)Rules 1944 from time to time.
- 16.5 In case of major illness of bypass surgery, kidney transplant, etc. the advance may be limited to 90% of the package or according to the estimate submitted by the medical authorities of the hospital concerned.
- 16.6 The advance will be paid direct to the hospital concerned on receipt of an estimate from the medical authorities of the hospital.
- 16.7 The employee concerned is required to submit the adjustment account within a period of one month from the date of his discharge from the hospital.
- 16.8 In case the entire advance has not been utilized for treatment of the patient, the Head of the Department concerned shall correspond with the hospital concerned for refund of the un-utilized balance of the medical advance.
- 16.9 In case of out-patient the amount of advance should be adjusted against subsequent claims for reimbursement of the expenditure and the balance, if any, recovered from the pay of the employee concerned in four equal monthly installments, which shall start from the pay of the month subsequent to the one in which treatment was over where the advance was drawn in connection with the treatment of family member; and in cases where the medical advance was drawn for the treatment of himself/herself, from the pay for the month in which he/she draws duty pay / leave salary, after treatment is over.
- 16.10 An advance may also be made to the University employees for the purchase

Rajew Kumar
22/02/22

Disub
Hooda.
22/02/2022

replacement, repair and adjustment of admissible artificial appliances under the rules, provided it is certified essential by a specialist in the concerned specialty in the hospital.

- 16.11 **Advances to wife / legal heir when employee is incapacitated to apply:** An advance is normally drawn and paid on the application made by the University employee. However, in exceptional circumstances in cases of serious illness / accidents where the employee is unable to apply for the advance, the advance may be sanctioned on the basis of an application made in his behalf by the wife of the employee or other legal heir in writing.

17. Treatment for special diseases:

In regard to treatment of special diseases, the provisions of CS (MA) Rules 1944 shall be applicable.

18. Concessions for families:

The families of University employees shall be entitled to medical attendance and/or treatment on the scale and conditions allowed to University employees themselves, subject to such exceptions or restrictions specified in these rules. The AMA of the family of the employee is the same as the AMA of a University employee and the family is entitled to receive medical attendance and treatment at the hospital at which the employee himself is entitled.

- 18.1 **General conditions:** The term 'family' for the purpose of these rules shall mean a University employee's wife or husband, as the case may be, and parents, sisters, widowed sisters, widowed daughters, minor brothers, children, step-children divorced / separated daughters and stepmother wholly dependent upon the University employee and are normally residing with the University employee, subject to the following restrictions:

18.1.1 The limit of income of a family member for deciding the dependency on the University employee shall be as may be prescribed under the CS (MA) Rules 1944 from time to time.

18.1.2 **Son:** Till he starts earning or attains the age of 25 years or gets married, whichever is earlier.

18.1.3 **Daughter:** Till she starts earning or gets married, irrespective of the age limit, whichever is earlier.

18.1.4 Son suffering from any permanent disability of any kind (physical or mental): Irrespective of age limit.

18.1.5 Dependent divorced / abandoned or separated from their husband / widowed daughters and dependent unmarried / divorced / abandoned or separated from their husband / widowed sisters: Irrespective of age limit.

18.1.6 Minor brother(s): Up to the age of becoming a major.

Bajju Karna
22/02/22

Dinesh
H.O. Secy.
22/02/2022

18.1.7 The term 'children' includes children adopted legally, including children taken as wards by University employees under the Guardians and Wards Act 1890, provided such a ward lives with the employee and is treated as a member of the family and that the employee through a special Will has given such a ward the same status as that of natural born child.

18.1.8 The term 'wife' includes more than one wife.

18.1.9 When spouse, husband or wife of University employee, as the case may be, employed in a State Government or in the defence / railway services or corporation / bodies financed partly or wholly by the Central or State Government, local bodies and private organisations, which provide medical services would be entitled to choose either the facilities under the University Medical Attendance Rules or the medical facilities provided by the organisation in which he/she is employed.

18.1.10 In case where both husband and wife are University employees, they, as well as eligible dependants, are entitled to avail of the medical concessions according to his/her status.

Provided that for the purpose of cases covered under (18.1.9) and (18.1.10) above, they should furnish to their respective Heads of Departments / Offices a joint declaration as to who will prefer the claim for reimbursement of medical expenses in respect of wife / husband and children. A copy of such a declaration shall be recorded in the personal file of both of them and shall remain in force till such time it is revised on the express request in writing by both of them. In the absence of such a declaration, the medical concessions shall be availed of by the wife and the children according to the status of the husband.

18.1.11 In the cases where spouses of University employees are employed in other organizations providing different medical facilities and stationed and residing at different places separately at their respective duty stations, the University employee concerned can avail medical facilities under these rules in respect of himself/herself, as the case may be and the family members residing with him/her, provided the spouse employed in other organisations is not in receipt of fixed monthly family medical allowance and that he/she produces a certificate from the employer of his/her spouse that he/she is not claiming medical facilities in respect of his/her spouse and their family members.

Provided further that in cases where the spouse is employed and is in receipt of fixed monthly medical allowance, the University employee will be eligible for reimbursement of medical expenditure for the family members except the spouse who is in receipt of medical allowance.

18.2 **Dependency of parents:** The following criteria may be adopted to decide whether parents are deemed to be wholly dependent / mainly dependent on University employee for the purpose of eligibility to the concessions under these rules.

18.2.1 The dependency of parents wholly or mainly shall be subject to monthly income of Rs. 9000.00 p.m. of the parents from all sources including pension / family

Rajankumar
22/02/22

Page 12 of 33

Wish
Hood.
22/02/2022

pension, on the date of consideration, or as may be fixed under CS (MA) Rules 1944, from time to time.

18.2.2 The lump sum non-recurring income i.e. income from contributory provident fund, prizes, bonds, gratuity, commuted value of pension, insurance benefits, shall not be regarded as income for the purpose of this rule.

18.2.3 For reckoning the income of the parents, the pension originally sanctioned should be taken into account for determining the entitlements and coverage and not the pension after commutation.

18.2.4 The parents and family members are covered under these rules even if they reside at a station other than the place of duty of the University employee.

18.3 **Adoptive parents:** An adopted child shall be deemed to be the child of his adoptive parents for all purposes and the ties of the child in the family of his birth are severed and replaced by those created by the adoption in the adoptive family. Therefore:

18.3.1 The term 'family' for the purpose of these rules will include adoptive parents who are wholly / mainly dependent on the University employee subject to fulfilment of other conditions of dependence.

18.3.2 The real parents even though they are wholly / mainly dependent on the University employee, shall not be covered under these rules, once the adoption is affected.

18.3.3 If the adoptive father has more than one wife living, and the adoption has been made with the consent of more than one wife, only the senior-most among them in marriage will be deemed to the adoptive mother for the purpose of eligibility and coverage under these rules.

18.4 **Parents-in-law of female University employee:** A female University employee shall have a choice to include either her parents or her parents-in-law, for the purpose of availing the benefit under these rules subject to the other conditions of dependence.

18.4.1 Every female University employee shall immediately after her marriage give a declaration as to whether she should like to include her parents or parents-in-law for the purpose of availing of the benefits under these rules.

18.4.2 Even after marriage to other University employee, the female employee would be free to choose either her parents or parents-in-law as 'family' for the purpose of availing of medical benefits under these rules.

18.4.3 She can change her said declaration only once during the entire period of her service.

18.4.4 The University employees (both male and female) on marriage would be required to give a joint declaration of their option, clearly indicating the details

Rajiv Kumar
22/02/22

(Vishal Hooda)
24/02/2022

in respect of each member of family, in respect of whom the claim is to be preferred by the spouse concerned. A copy of the said option may be retained in their personal files. Such a declaration could be changed as and required.

- 18.4.5 In order to obviate the possibility of double claims or claim from more than one source simultaneously, a certificate in the following manner shall be submitted by all employees along with their medical claims:

CERTIFICATE

Certified that I _____ (name) employed in _____ (name of office in which employed), am not availing of medical facilities or financial / medical allowances in lieu thereof either for myself and/or the members of my family from any (other) source other than under MGCUB Medical Treatment and Reimbursement Rules, 2018.

- 18.5 **Judicially separated wife and dependent children:** Judicial separation does not dissolve marriage and even a judicially separate wife continues in law to be a wife. The grant of maintenance allowance by the Court to such a wife makes no difference in her status as such. Therefore:-

- (i) A judicially separated wife of a University employee (whether she is receiving maintenance allowance or not) would be entitled to medical concessions under these rules. This facility will be ceased once the judicially separated wife will be remarried.
- (ii) Further, till the question of guardianship of the dependent children, if any, is decided by the Court of Law, reimbursement of medical expenses in respect of these children may be allowed to either the husband or the wife whoever prefers the claim.

19. Reimbursement in relaxation of rules in emergent cases:

The medical attendance / treatment secured by the University employees for themselves or members of their families shall be regulated as under:

- 19.1 **Circumstances to justify treatment in private medical institutions:** In emergent cases involving accidents, serious nature of disease, etc. the University employees or the members of their family, on the spot may use their discretion for taking the patient for treatment in a private hospital in case no Government or recognized hospital nearer than the private hospital.

19.1.1 The Head of the Department / Controlling Officer will decide on the merits of the case whether it was a case of real emergency necessitating admission in a private institution. In case, however, of any doubt they may refer the case to the Finance Officer for opinion.

19.1.2 The reimbursement of expenses incurred on treatment obtained in private clinics / nursing home of the AMAs would not be admissible under these rules

Rajiv Kumar
22/02/22

Page 14 of 33

Divya Hooda
22/02/2022

and also in relaxation of the rules, even in emergent cases.

- 19.2 **Subsequent transfer to Government / recognized hospital:** A patient while in private hospital taking treatment in emergent cases should act according to the advice of the hospital authorities. He should get discharge from such a hospital only when the hospital authorities discharge him.
- 19.3 **Payment procedure:** The payment on account of treatment taken under emergent circumstances shall be guided by the following procedure:-
- 19.3.1 Where the expenditure likely to be incurred on such treatment is beyond the paying capacity of University employee, the Head of the Department / Controlling Officer may meet the expenditure directly subject to the limits mentioned in the CS (MA) Rules 1944 and the payment in respect of admissible items of expenditure may be made by the Head of Department direct to the hospital. To enable the Head of the Department to consider such a request, a certificate regarding the expenditure likely to be incurred shall be obtained by the University employee from the hospital authorities and furnished to the HOD.
- 19.3.2 The Head of the Department / Controlling Officer may make advance payments or advance deposits to hospitals, if demanded. The payments to hospitals at periodic intervals, on the basis of bills, may also be made by the HOD, if necessary.
- 19.3.3 The advance payments or advance deposits to hospitals wherever made, shall be adjusted against final bills and if it is found that the advance payments or advance deposits to hospitals have been more than the final bill, the balance should be got refunded / recovered from the University employee as provided in these rules.
- 19.3.4 The charges on account of inadmissible medicines, etc. will be paid by the University employee himself.
- 19.3.5 The ceilings of admissibility shall be as prescribed under CS (MA) Rules 1944.

20. Operation of the Rules:

- 20.1 **General:** The following guidelines are laid down for the general operation of these rules:
- 20.1.1 All the important and significant rules and guidelines have been provided in these rules.
- 20.1.2 However, a situation may arise for which no solution may be readily available or some areas might have remained uncovered or there may arise some doubt on the interpretation of any of these rules. In such cases / situations, the provisions of Central Services (Medical Attendance) Rules 1944 and the instructions issued by the Government of India, Ministry of Human Resource Development, Ministry of Health and Family Welfare and the University Grants Commission, shall be followed.
- 20.2 **Rates and conditions for admissibility of travelling allowance:** The University employees and members of their families will be entitled to travelling allowance at

Rajiv Kumar
22/02/2022

Page 15 of 33

Wishal Hooda
24/02/2022

the rates and under the conditions specified in ANNEXURE - III for journeys undertaken by them to obtain appropriate medical attendance and treatment to which they are entitled under these rules.

- 20.3 **The instructions regarding prescription and purchase of medicines:** The instructions given in ANNEXURE - IV regarding prescription and purchase of medicines shall be followed by the AMAs as well as University employees.
- 20.4 **Instructions for University employees:** For the guidance and facilitation, precise instructions to the University employees are given in ANNEXURE - V.
- 20.5 **Instructions for doctors:** ANNEXURE - VI contains the specific instructions for adoption by doctors.
- 20.6 **Instructions for Controlling Officers:** The controlling officers of the University employee may be guided by instructions as contained in ANNEXURE - VII.
- 20.7 **Admissible and inadmissible medicines:** The list of medicines – admissible and inadmissible, as provided in Appendix – XVI under CS (MA) Rules 1944 shall be adopted for the operation of these rules.
- 20.8 **Restrictions:** The applicability of these rules is subject to the provisions and restrictions of the Central Services (Medical Attendance) Rules 1944, in general, and the following restrictions in particular:
- 20.8.1 The scales of pay for various entitlements and concessions in respect of University employees and the members of their families shall be as provided under relevant CS (MA) Rules 1944 from time to time.
- 20.8.2 The limits of pay and income for entitlement and eligibility especially for treatment at residence, and accommodation, etc. for employees and members of their families shall be as provided under relevant CS (MA) Rules 1944 from time to time.
- 20.8.3 The members of families are not entitled to the facilities for testing of eyesight for glasses allowed to the University employees.

Rajiv Kumar
22/02/22

Rishabh Hooda
24/02/2022

MAHATMA GANDHI CENTRAL UNIVERSITY

ANNEXURE - I

APPLICATION FORM FOR CLAIMING REIMBURSEMENT OF MEDICAL EXPENSES INCURRED IN CONNECTION WITH MEDICAL ATTENDANCE AND/OR TREATMENT OF UNIVERSITY EMPLOYEES AND THEIR FAMILIES (separate application should be used for each patient)

1. _____ Name
and designation of the employee (In block letter) _____
2. Office in which employed _____
3. Pay of the employee (as defined in the fundamental rules
and 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 employee _____
(In case of children, state age also)
7. Place at which the patient fell ill _____
8. Details of the amount claimed _____
i) Cost of medicines purchased from the market _____
(list of medicines cash memo and the essentiality
certificates should be attached).
9. Total amount claimed _____
10. List of enclosures _____

DECLARATION TO BE SIGNED BY UNIVERSITY EMPLOYEE

I, hereby declare that the statement in this application is true to the best of my knowledge and belief and that the person for whom the medical expenses were incurred is wholly dependent upon me.

Date _____

(Signature of the employee)

Office to which attached _____

Rajan Kumar
22/02/22

Dinesh Hooda
22/02/2022

MAHATMA GANDHI CENTRAL UNIVERSITY BIHAR, MOTIHARI
Medical Treatment and Reimbursement Rules of the University
(University Ordinance)
Essentiality Certificates

CERTIFICATE - 'A'

(To be completed in case of patient who are not admitted to hospital for the treatment)

Certificate granted to Mr./Mrs./Miss _____ Wife / Son / daughter of
 Mr. _____ employed in the Mahatma Gandhi Central University Bihar, Motihari.

I, Dr _____ hereby certify:-

- a) That I charged and received Rs. _____ for _____ consultations on _____ (dates to be given) at my consulting room/at the residence of the patient;
- b) That I charged and received Rs. _____ for administering _____ intravenous/intra-muscular/subcutaneous injections on _____ (dates to be given) at _____ my consulting room/ the residence of the patient;
- c) That the injections administered were not / were for immunizing or prophylactic purposes;
- d) That patient has been under my treatment at _____ hospital / my consulting room and that the under mentioned medicines prescribed by me in this connection were essential for the recover / prevention of serious deterioration in the condition of the patient. The medicines are not stocked in the _____ (Name of the Hospital) for supply to private patients and do not include proprietary preparations for which cheaper substance of equal therapeutic value as available for preparations which are primarily food, toilets or disinfectants.

Sl.	Name of Medicines (in Block Letters)	Price (in Rs.)	Sl.	Name of Medicines (in Block Letters)	Price (in Rs.)



- e) That the patient is/was suffering from _____ and is/was under my treatment from _____ to _____;
- f) That the patient is / was not given pre-natal or post-natal treatment;
- g) That X-ray, laboratory test, etc., for which an expenditure of Rs. _____ was incurred, was necessary and were undertaken on my advice at _____ (name of the hospital or laboratory);
- h) That I referred that the patient to Dr. _____ for specialist consultation and that the necessary approval of the _____ (name of the Chief Administrative Officer or the State) as required under the rules was obtained.
- i) That the patient required / did not require hospitalization.

Date: _____

Signature of AMA / Designation of the
 Medical Officer and Hospital / dispensary to which attached

N.B:-

- 1) Certificates not applicable should be struck off. Certificate (e) is compulsory and must be filled in by the Medical Officer in all cases.
- 2) In cases where double the rates of consultation fees are charged by the AMA of night visits (between 10 p.m. and 6 a.m.) the AMA should furnish a certificate showing why the night consultation was necessary. (G.J., M.H., O.M. No. F 28-57/60-H. I., dated 4th April 1962)
- 3) Where the receipts issued by the Government hospitals are on authorised forms (printed and numbered) and the amount of these receipts is incorporated in the body of the Essentiality Certificate, Countersignature of such receipts need not be insisted upon. (G.J., M.H., O.M. No. F 61(1)-E V/60, dated 29th February 1960).
- 4) Any other rule will be governed as per CS(MA) Rules 1944.



 22/02/22 22/02/2022
 Page 18 of 33

MAHATMA GANDHI CENTRAL UNIVERSITY BIHAR, MOTIHARI

Medical Treatment and Reimbursement Rules of the University

(University Ordinance)

CERTIFICATE - 'B'

(To be completed in case of patient who are not admitted to hospital for the treatment)

Certificate granted to Mr./Mrs./Miss _____ Wife / Son / daughter of
Mr. _____ employed in the Mahatma Gandhi Central University Bihar, Motihari.

Part - A

I, Dr _____ hereby certify:-

- a) that the patient was admitted to hospital on the advice of _____
(name of Medical Officer) / on my advice.
- b) that the patient has been under treatment at _____ and under mentioned medicines prescribed by me in this connection were essential for the recover / prevention of serious deterioration in the condition of the patient. The medicines are not stocked in the _____
(name of hospital) for supply to private patients and do not include proprietary preparations for which cheaper substances of equal therapeutic value are available nor preparations which are primarily foods, toilets or disinfectants.

Sl.	Name of Medicines (in Block Letters)	Price (in Rs.)	Sl.	Name of Medicines (in Block Letters)	Price (in Rs.)

- c) that the injections administered were not / were for immunizing or prophylactic purposes;
- d) that the patient is / was suffering from _____ and is / was under my treatment from _____ to _____;
- e) that the X-ray, laboratory test, etc., for which an expenditure of Rs. _____ was incurred was necessary and were undertaken on my advice at _____ (name of the hospital/laboratory);
- f) that I referred the patient to Dr. _____ for Specialist consultation and that the necessary approval of the _____ (name of the Chief Administrative Officer of the State) as required under the rules was obtained;

Dated _____

**Signature and Designation of the
Medical Officer in charge of the case at the hospital**

Part - B

I certify that the patient has been under treatment at the _____ hospital and that the service of the special nurses for which an expenditure of Rs. _____ was incurred, vide bills and receipts attached, were essential for the recovery/prevention of serious deterioration in the condition of the patient.

**Signature of the Medical Officer in charge
of the case at the hospital**

**COUNTER SIGNED
Medical Superintendent**

_____ Hospital

*I certify that the patient has been under treatment at the _____ hospital and that the facilities provided were the minimum which were essential for the patient's treatment.

Medical Superintendent

_____ Hospital

Note - Certificates not applicable should be struck off. Certificate (d) is compulsory and must be filled in by the Medical Officer in all cases.

Rajankumar
22/10/22

Wishu
Hood
22/10/2022

MEDICAL REIMBURSEMENT CLAIMS REGISTER

Name of the Employee _____

1. S. No.	2. Name of the Patient	3. Relationship with the employee	4. Nature of ailment and its duration	5. Date of submission of dependency certificate, if any and the names of the dependents	6. Amount of Claim admitted	7. Previous Total	8. Progressive Total	9. Signature of D.D.O.	10. Remarks

Signature of D.D.O.
 21/01/2017

TRAVELLING ALLOWANCE FOR MEDICAL ATTENDANCE AND / OR TREATMENT

1. General Instructions:

The University employees and members of their families will be entitled to travelling allowance at the rates and under the conditions specified below for journeys undertaken by them to obtain appropriate medical attendance and treatment to which they are entitled under the aforesaid rules and orders issued there-under-

1. Journey by Rail / Road / Sea / Air:

The patient (whether University employee or a member of his family dependent on him) and also his attendant (wherever recommended by the attending Doctor) should be entitled to travelling allowance plus daily allowance for the period of journey undertaken by rail as per the entitled class or the lower class by which the journey is actually performed, road, sea (ship, steamer, etc.) and air (within the country) for obtaining appropriate medical attendance or treatment.

Special Provision:- University may consider refund of air fare paid in individual cases on merits, provided they are satisfied that air travel was absolutely essential and that travel by any other means, i.e., by rail or road, etc., would have definitely endangered the life of the patient or involved a risk of serious aggravation of his/her conditions.

Airlifting / outside the state in emergent cases:- As time is a crucial factor in saving human life than in clearing the administrative hurdles, it has been decided that in emergency cases when it is certified by the specialist / Medical Officer in charge of the Government/ recognized private hospital from where the patient is referred that air travel for patient is essential to save his life keeping in view the seriousness of his condition, the requirement of obtaining the certificate from Chief Administrative Medical Officer of the State be waived of by the Head of the Department / Office in cases where the patient has been referred outside the State for obtaining emergency / life saving treatment.

2. Journey by other means of conveyance:

If the patient travels by means of conveyance, other than those specified in these orders or by his/her private conveyance, travelling allowance would be admissible to the extent otherwise admissible under these orders.

3. Certificate required to claim T.A:

Travelling allowance at the rates specified in these rules will be admissible only when:-

- (a) The journey undertaken is outside the limits of the same city – Municipal or Corporation area, Military Station, Cantonment Board area, etc., and exceeds 8 kilometres each way; and
- (b) It is certified in writing by the Authorized Medical Attendant or by the Specialist to whom the patient was referred by the Authorized Medical Attendant or by a


 Rajiv Kumar
 22/02/22

competent Medical Officer attached to the hospital to which the patient was referred by the Authorized Medical Attendant for medical attendance and treatment, that the journey was unavoidably necessary to obtain appropriate medical attendance and treatment under the rules.

4. Conveyance Charges:

Where the journey is undertaken within the same city—Municipal or Corporation area, Military Station and Cantonment Board area, etc., and the distance travelled is more than 8 kilometre each way, University employees and members of their families will be entitled to conveyance allowance only at the following rates, provided it is certified by the Medical Authorities mentioned in the preceding para. In writing that it was necessary for the University employee or members of his/her family to travel by a conveyance:-

- (a) **For the University employees:** — Actual conveyance charges limited to mileage allowance at tour rates under the rules in force (without daily allowance).
- (b) **For the members of their families:** — Actual conveyance charges limited to half the mileage allowance at tour rates (without daily allowance) admissible to University employees themselves under the rules in force.

5. Ambulance Charges:

University employees will be entitled to reimbursement of charges paid for an ambulance used for their conveyance or the conveyance of members of their families subject to the following conditions:-

- (i) if it is certified in writing by the Medical Authorities mentioned in these orders that conveyance of the patient by one other means of conveyance would definitely endanger the life of the patient or grossly aggravate the conditions of his/her health.
- (ii) if the ambulance is used to convey a patient to a place of treatment or to convey a patient from one hospital to another for purpose of certain medical examinations, etc.,
- (iii) if the ambulance used belonged to Government or local fund, or a social service organization such as the Red Cross Society, etc., and
- (iv) if the ambulance is used within the same city - Municipal or Corporation area, Military Station and Cantonment Board area, etc.

6. T.A. for attendant / escort:

An attendant / escort will be entitled to travelling allowance both ways at the rates admissible under these orders to a member of family of the University employee concerned, provided it is certified in writing by the Medical Authorities mentioned in these rules that it is unsafe for the patient to travel unattended and that an attendant/ escort is necessary to accompany him/ her to the place of treatment. Similarly, travelling allowance will also be admissible if it becomes necessary for an attendant/ escort to travel again to fetch the patient on production of the necessary certificate mentioned above.

7. T.A for donor of Kidney:

University employees will be entitled to claim reimbursement of T.A. expenses in connection with journey undertaken by the donor of a kidney at the following rates:-

Rajeev Kumar
22/02/22

Dinesh Hooda
22/02/2022

- (i) If the donor is a private person —T.A. will be admissible at the rates applicable to the recipient University employees; and
- (ii) If the donor is another University employees / Government servant or his family member T.A. will be admissible at the rate applicable to the donor.

8. Railway Concessions:

The order contained in Government of India, Ministry of Health, regarding regulation of T.A. bills as result of rail concessions granted by the Ministry of Railways (Railway Board) to TB Cancer patients will remain in force.

9. Commencement and termination of the journeys:

The journey for the purpose of these orders should be deemed to have commenced from the place from which the patient actually travels to the place of treatment and the return journey to have ended at the place to which the patient actually travels whichever is nearer. For the purpose of conveyance charges, the return journey should be deemed to have ended at the residence of the University employee concerned.

10. Presentation of Claims:

Travelling allowance claims should be countersigned by the controlling authorities in all case before they are presented for payment.

11. Advance of T.A:

- (i) Advance of travelling allowance to the extent admissible under these orders may be granted to University employees at the discretion of the authority competent to sanction advance to T.A. on tour on production of a certificate in writing from the Medical Authorities mentioned in these orders to the effect that the University employee or a member of his/her family has been advised medical attendance and treatment outside the station (name of the station at which the patient has been recommended medical attendance and treatment to be specified) in accordance with the Rules.
- (ii) The advance of T.A. for medical attendance and treatment should, unless otherwise specified, be treated as an advance on tour. Accordingly, the following instructions should be followed regarding the grant of such advance to University employees:
 - (a) Authorities competent to sanction advance of T.A. may under these orders sanction such advances for themselves also, if otherwise admissible.
 - (b) The amount of advance granted should be adjusted against the subsequent claim for T.A. on completion of journey or on 31st March, whichever is earlier.
 - (c) The amount of advance granted should be debited as a final charge under the service head concerned and the sanctioning authority would be primarily responsible for watching the adjustment of the advance.
 - (d) A second advance will not be admissible under these orders until an account has been given of the first advance.

Rajew Kumar
22/02/22

Nimish
Hooda.
22/02/2022

2. Special Concession to TB and Cancer Patients:

In so far as T.A. bills in respect of TB and Cancer patients covered by these rules and under the CS (MA) Rules, 1944, are concerned, the same will be regulated as under:

University employees should avail of the concessions granted by the Ministry of Railways in the appropriate class of accommodation or lower accommodation and the T.A. bills should be regulated to the extent admissible under the orders of Ministry of Railways vide their O.M. No. TC II/2/183/57, dated 6th November, 1959 (as modified) from the Ministry of Railways (Railway Board) to the Director- General of Health Services, New Delhi, reproduced below:

Subject:- Rail concession to TB and Cancer Patients.

The undersigned is directed to refer to the Directorate General of Health Services, Letter No. 2-13/56- CHS-II (IV), dated the 27th October, 1959 and to state that all TB and Cancer patients are granted the following concessions for admission to or on discharge from a Hospital / Sanatorium / Institute / Clinic in connection with their re-examination or periodical check-up:-

For whom available	Nature of Concession
(i) Patient travelling accompanied by an attendant.	A combined blank paper ticket for the journey of the patient and his attendant on payment of $\frac{1}{2}$ the normal journey fare for the patient in the class occupied.
(ii) Patient travelling alone.	Single journey ticket on payment of $\frac{1}{4}$ th the normal fare due.

Full details of the concession and the procedure for availing of it are given in the Serial Number 10 and 11 of the Annexure to Rule 118 of the IRCA Coaching Tariff No. 23 – Part - 1, a copy of which is available at all Railway Stations and can also be had, on payment, from the General Secretary, Indian Railway Conference Association, Chelmsford Road, New Delhi.

Rajiv Kumar
22/02/22

Dinesh Hooda
22/02/2022

MEDICINES – INSTRUCTIONS REGARDING PRESCRIPTION AND PURCHASE OF MEDICINES

Prescription of Medicines:

1. The Authorized Medical Attendant should prescribe such quantities of medicines as are necessary and sufficient for treatment of the disease within a period of ten days from the commencement of treatment. Ordinarily medicines should be prescribed in the instance, for a short period so as to watch the effect and void excess purchase of medicines. The medicines thus prescribed must be purchased by the University employee on or before the date of completion of treatment as shown in the Essentiality Certificate, viz, the 10th day from the commencement of treatment. If on the last day of the treatment, viz., the 10th day, the patient needs further medication, he/she should be forthwith referred to the out-patient department of a Government / recognized hospital / dispensary by the Authorized Medical Attendant for further treatment. The medical claims should be restricted accordingly.

2. The intention is that right at the start of the treatment, the Authorized Attendants should not prescribe medicines for ten days at a stretch, inasmuch as, in case the course of treatment is changed after three or four days or earlier, some of the medicines, if they are prescribed for all the ten days would invariably go waste. It is, therefore, it is incumbent on the Authorized Medical Attendant to prescribe such quantities of medicines as are necessary for the treatment of a patient for the period considered necessary which in no case should exceed ten days. After this ten-day period, the patient is to be referred to the OPD of a Government recognized hospital/ dispensary for further treatment. It is also incumbent on the Authorized Medical Attendants to indicate the daily medicines prescribed by them for the treatment of a patient.

As the consumption of the entire phial at the far end of treatment would not be feasible or necessary during the authorized period of ten days treatment, it is considered that prescription of phials should be avoided by the Authorized Medical Attendants as far as possible. In case however such prescription of phials is found to be absolutely inescapable by the Authorized Medical Attendants at the far end of the treatment and it becomes clear that the entire phial will not be required for the treatment of the individual University employee, such a prescription should be got countersigned by the Medical Office at the OPD of a Government recognized hospital / dispensary.

3. It is incumbent upon the Medical Officers who function as Authorized Medical Attendants of University employees not to prescribe costly medicines for which cheaper substitutes of equal efficacy are available and at the same time they should prescribe only such quantities of medicines as are necessary and sufficient for treatment of the disease within a period of ten days from the commencement of ailment. It is therefore, necessary that all Authorized Medical Attendants whenever appointed by the University should be issued necessary instructions, impressing upon them to be vigilant and careful and prescribe only the requisite medicines as are required for treatment for a period of ten days at the most, when medical attendance and treatment is being rendered at the consulting room of the Authorized Medical Attendant or residence of the patient. They may also be impressed upon

Rajiv Kumar
22/02/22
Dinesh Hooda
22/02/2022

not to prescribe costlier medicines for which cheaper substitutes of equal efficacy are available in the market.

As per rules, the treatment, including medicines is admissible to University employees only in India and cheapest brand of medicines are required to be prescribed by the Authorized Medical Attendants. In view of said provision of rules, it would be difficult for a Head of Department of the University to allow reimbursement of the cost of such medicines which are procured / purchased from abroad including the charges for freight, customs duty, etc., as well as the cost of costlier brands. The Authorized Medical Attendants should therefore be instructed accordingly to ensure before prescribing that they prescribe only such drugs as are available and marketed in India and are of cheaper brand but of same efficacy.

4. In order to ensure that medicines may not go waste, Authorized Medical Attendants should strictly follow and not prescribe medicines for more than three or four days at a stretch in the very beginning of the treatment. In case, in spite of these instructions, any Authorized Medical Attendants persists in prescribing medicines in violation of these orders, the matter may be reported to the Vice-Chancellor.
5. **Admissibility of new medicines / preparations for reimbursement to be decided by AMAs:** The list of admissible and inadmissible medicines given in Schedule I and II of CS (MA) Rules, 1944 may be treated as illustrative only indicating ineligible medicines/ preparations or expensive drugs. The Authorized Medical Attendant may take a decision whether a particular new medicine or preparation falls under any of the broad categories specified in Schedule I or Schedule II [Appendix-XVI] of CS (MA) Rules, 1944 and so certify whereupon the cost of such medicines may be reimbursed.

Purchase of Medicines:

1. **Purchase may be from any licensed Chemist / Druggist:** The University employees for the purpose of reimbursement of medical expenses under these rules, should purchase drugs and medicines from all Chemists / Druggists license under the Drugs and Cosmetics Act and Rules framed there under for the purpose.
2. The Controlling Authorities should ensure the prices charged and reimbursed are in accordance with the Drugs Price Control Order issued by the Ministry of Chemicals and Fertilizer from to time, i.e. as indicated in the labels, cartons, etc. where medicines are prescribed / purchased not in full bottles / cartons, the cost of the medicines including local taxes, if any should be in proportion of the retail prices.

Rajiv Kumar Dinku
22/02/22 11:00
22/02/2022

INSTRUCTION FOR UNIVERSITY EMPLOYEES

1. First find out who is your Authorised Medical Attendant. Your pay and place of illness will determine your Authorised Medical Attendant.
2. Whenever you need medical attendance and / or treatment for yourself or your family, please consult your Authorised 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 these rules.
3. When you go 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 Mahatma Gandhi Central University Bihar employee, 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 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 hospital, 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 Govt or recognized hospital is available nearer than the private hospital / clinic and in the case in is one of real emergency necessitating such admission and treatment. The reimbursement of medical expenses under emergent cases is subject to certain conditions given elsewhere under these rules, which may be consulted.
9. Prefer your claims for refund of medical expenses incurred, in the relevant application from, giving full particulars called for therein and also attaching all the certificates required to be produced under the rules. This will avoid as for as possible any delay in settling your claims.
10. You can draw an advance of money from the University in order to enable you initially to meet expenditure on medical attendant and treatment for yourself and members of your family on the terms and conditions.

Rajiv Kumar
23/02/22


Divya Hooda
22/02/2022

INSTRUCTION FOR DOCTORS

A doctor attending a patient is expected to follow the rules governing the Medical Attendance of University employees. 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 Govt hospital or laboratory.
2. A patient should not be referred to a private Specialist, except where specifically provided for in the rules and under no circumstances to a Specialist or Medical Officer, Govt 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 Govt hospital under the advice of the Authorized Medical Attendant is covered by the Medical Attendant Rules.
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 business 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 Attendant Rules are issued 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 Essentially Certificates. Their cost will not be reimbursed to University employees even if prescribed by the Authorized Medical Attendant. The said list is illustrative only. The AMA will decide the admissibility of new medicine / preparation.
12. Payments received from University employees or members of their families, on account of fees for consultation, administration of injection etc., should be indicated in the body of the Essentially Certificate itself.


 Rajew Kumar
 22/02/22


 Divya
 22/02/2022

13. The designation and degree should be clearly indicated while signing the reimbursement papers.
14. For the purpose of 'medical attendant', 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.
15. Treatment at a consulting room should be limited to the administration of injections only.
16. Cases requiring prolonged treatment should be admitted to hospitals unless hospitalization is definitely not necessary in any particular case.
17. 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 outpatient department of a Government / recognized hospital at the earliest.
18. 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 the effect while signing or countersigning the bills, certificates, etc., necessary to be produced by the University employee for the purposes of claiming refund from University. In such cases, no refund would be admissible.
19. 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 over a period not exceeding 10 days. In such cases, normally 10 injections in a period of 10 days should be sufficed. 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.
20. If a University employee 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.

Rajiv Kumar
22/02/22

Nishu Hooda
22/02/2022

INSTRUCTION FOR CONTROLLING OFFICERS

1. All Claims for reimbursement of medical expenses incurred by the University employees 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 concerned. While Examining these claims, it should inter alia be verified-
 - (1) that the University employees 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 University employees appointed by the University under these rules, are posted. The List of Authorized Medical Attendants may be obtained from the Finance Wing of the University.
 - (2) that in the cases in which where a Specialist is attached to the same hospital (i.e., Government hospital only), as the Authorized Medical Attendant, the approval of the authorities of the hospital for consultation with such Specialist was obtained by the Authorized Medical Attendant;
 - (3) that the fees paid to the Authorized Medical Attendant or a Specialist, for consultation or for administering injections are at the rates prescribed;
 - (4) that having regard to the pay / emoluments of the University employee, 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 Finance Wing of the University;
 - (5) that the claims of reimbursement of expenses, on account of medical attendant and treatment (limited to administration of injections) are in accordance with the principles enunciated in Section1;
 - (6) that reimbursement of diet charges is not allowed, except in cases where the pay of the Government servants concerned is not more than the limits prescribed from time to time.
 - (7) that except for TB, Cancer, Polio, Mental Diseases or similar other diseases as approved from time to time and 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 condition specified in these rules.
 - (8) 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


 Rajiv Kumar
 22/02/22
 Page 30 of 35
 Hoda,
 22/02/2022

satisfied that in the circumstances of the case there are no other alternative but to get the injection administered by such a Doctor, or in cases where the patient is specifically advised by the Authorized Medical Attendant to get the injection administered from outside. Reimbursement of fees for such injections should not however, exceed the prescribed rates.

4. The Head of Departments and those declared competent vide delegation of Financial Powers, are empowered to allow reimbursement of medical claims in relaxation of rules in respect of treatment taken in private clinics / nursing homes. Reimbursement may be allowed up to the extent admissible without any overall ceiling; but this is subject only to individual item wise ceiling as prescribed under the rules. 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 Officer 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 University employee concerned.

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 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. Where special sanction is accorded in relaxation of the rules, it should be so mentioned in the body of the sanction order itself.
7. Steps should be taken to ensure that University employees are made fully aware of the names and designation of the Authorized Medical Attendants.
8. Orders and instructions issued from time to time regarding medical attendant and treatment should be brought to the notice of the University employees promptly.
9. Unofficial files containing the University decisions regarding refund of expenses incurred by University employees on account of medical attendant 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 therefore.
10. The cases related to medical reimbursement claims of University employees, involving interpretation of medical attendance rules may in the first instance be referred by the Departments to the Finance wing direct for advice and comments. In case, an interpretation of any rules is involved, the Finance Wing will render advice / comments after consultation with the quarter concerned, as may be decided by them.

Rajiv Kumar
22/02/22

Dishant
7/000
22/02/2022

**IMPORTANT INSTRUCTION FOR THE GUIDANCE OF THE CONTROLLING AUTHORITIES
TO PREVENT ABUSE OF MEDICAL REIMBURSEMENT FACILITIES**

1. Medical reimbursement bills of the 5% (Five Percent) of the individuals whose total claim in a year exceed a total amount of Rs. 10,000 (Rupees Ten thousand only) shall be subject to careful scrutiny. Further, All claims in excess of Rs. 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 the departments / Offices. In important cases involving bribery and corruption, should be brought to the notice to the Registrar and Finance Officer, and if need be, a reference may be made to special Police Establishment with the prior approval of the Vice-Chancellor. The Central Bureau of Investigation may also be approached if a big racket is exposed.
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.
3. In view of the increase in malpractices, it is suggested that the private medical practitioners appointed as Authorised Medical Attendants should be required to issue cash memos in respect of the medicines supplied by them to the University employees and the members of their families indicating the verifiable details like Sl. No. of the cash memos, its date, name of the patient, amount of fees charged, complete name of the medicines, its batch number, etc. Those cash memos, etc, should be checked up thoroughly by the controlling authorities.
4. It should also be checked up that the medicines prescribed by the Authorised Medical Attendants have been purchased from Chemists / Druggists Licensed under the Drugs and Cosmetics Act and Rules framed there-under.
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.
6. Controlling Officer should satisfy himself that the entries of serial numbers of the cash memos have been duly made in the control register and he should not countersign the medical claims unless the register 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 signatures of 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. This specimen signatures should on no account is passed on to the office in the usual course.
8. According to these rules the parents are eligible to the facilities subject to certain conditions and income limits. In order to ensure proper adherence of these rules, a declaration is required to be furnished by the University employees at the beginning of every calendar year regarding income and residence of the parents of the officials. The residential condition in respect of the dependent parents has been relaxed in cases where the members of the family of a University employee reside at a place other than on 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 the dependent parent is admitted by him.

Rajiv Kumar
22/02/22

Shankar Hooda
22/02/2022

9. 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 the necessary particulars, if necessary, by forwarding copies of the documents. In case the University employee asks for the original documents, they may be sent to the Head of the office where he works, if it is a different office and he may be asked to examine the documents, in the presence of the immediate superior.
10. 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 bonafides of which are not in doubt.
11. Issues 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 University 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 lists of approved chemists and approved medical attendants respectively.

Rajiv Kumar
22/02/22

Prakash Hooda
22/02/2022