

MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY
ALLAHABAD- 211 004

No. 1125 / Accounts

Dated : July 12, 2005

OFFICE - ORDER

A committee under the chairmanship of Prof. Satish Chand was constituted to study the Medical Attendance Rules and to frame procedures and methodologies for its implementation. Since the Medical Attendance rules are complex, the Committee is likely to take some more time to finalize its recommendation. Further, the BOG in its last meeting has also given some direction in this regard.

In view of the above the institute shall adopt the following procedures for reimbursement of medical expenses as an interim measure.

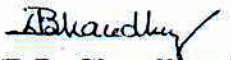
- (a) Medical expense reimbursement is admissible only to regular employee of the institute and their dependents.
- (b) Dependents include spouse, parents and children below eighteen years of age. Employee shall give declaration of their dependents. If son / daughter is married he/she will not be included in dependent.
- (c) Reimbursement for dependents who are either employed or are drawing pension is not permissible in case their income is more than Rs.1500/- p.m.
- (d) Purchase of medicines shall be reimbursed under following conditions-
 - (i) Medicines are prescribed by Medical Officer (regular or part time) of the institute or by the doctor or hospital referred to by the Medical Officer of the institute.
 - (ii) Certificate from the Medical Officer or from person authorized by him that medicines are not available in the institute's dispensary.
 - (iii) Medicines are purchased only for the duration prescribed by the Medical Officer.
- (e) Medicines purchased against outdoor prescription of either government or private hospital will not be reimbursed if not referred by Medical Officer of the Institute.
- (f) Hospitalization and pathological test bills of the following hospitals will be reimbursed only if the employee or his dependent has been referred to by the Medical Officer of the institute.
 - (i) Swarup Rani N. Hospital
 - (ii) Kamla Nehru Memorial Hospital
 - (iii) Najareth Hospital
 - (iv) Children Hospital
 - (v) All Government Hospitals and S.G.P.G.I Lucknow, A.I.I.M.S. New Delhi.

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(g) A Committee consisting of the following members will consider reimbursement of expenses arising out of any medical emergencies not covered under above provisions and shall make recommendations to the Director for approval:

- Prof. A. K. Misra, Dean (P&D)
- Dr. Nirmal Agarwal, Medical Officer
- Sri R. P. Tiwari, Registrar

Once again, it is pointed out that this is an interim measure.

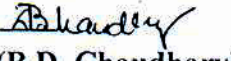

(B.D. Chaudhary)
Director

Dated : July/2 , 2005

No. 1125 / A CCB

Copy to information and necessary action to :

1. All Heads/Deans
2. Medical Officer
3. Deputy Registrar (accounts) with the remark that all the bills of reimbursement of medical expenses pending with account section may be processed as per the above guidelines.
4. Office Superintendent/Superintendent Accounts


(B.D. Chaudhary)
Director