

# **Medical Attendance**

&

# **Treatment Regulations 2000 (Revised)**

(As approved in the 55th Meeting of BOM  
held on 24th September, 2013)



**Guru Gobind Singh Indraprastha University  
Sector-16C, Dwarka, New Delhi-110078**



GURU GOBIND SINGH  
INDRA PRASHTHA  
UNIVERSITY

**Guru Gobind Singh Indraprastha University  
Sector-16C, Dwarka, New Delhi-110078**

File No.: GGSIPU/COF/2013

Dated: October 2013

**OFFICE ORDER**

In supersession of all earlier orders issued in connection with Medical Attendance and Treatment, revised Regulation, as approved by the 55th Board of Management vide agenda Item No. 55.13 (6.0) is enclosed herewith for information and further implementation with immediate effect.

This may please be brought to the notice of all concerned.



(Dr. B P Joshi)  
Registrar

**Copy forwarded to the followings for information and necessary action.**

1. All Deans, GGSIPU(USBT/USCT/USBAS/USCIT/USEM/USMS/USLLS/  
UHSS/UEDN/UCMS)
2. All Directors, GGSIPU / All Heads of School / Branch / Deptt., GGSIPU
3. Controller of Examinations, GGSIPU
4. Superintending Engineer, UWD, GGSIPU / Librarian, GGSIPU
5. Chairman, UCITIM – for uploading the same in the University website under the link  
of Accounts Branch.
6. Dy. Registrar, Public Relation, GGSIPU / F.O.I/II/UWD
7. In-charge (Personnel / Purchase) / Medical Officer, GGSIPU
8. P.S. to Hon'ble Vice Chancellor / P.S. to Registrar
9. Guard file.



(Shailesh Gupta)  
Finance Office-II

## CHECK LIST FOR CLAIMING THE MEDICAL REIMBURSMENT

The officer/official are required to follow the following process for claiming medical claim in respect of the treatment provided to himself/herself and their family members dependent upon them. The claimant has to submit the follow documents along with the forms given below to the Personnel Branch of the University.

1. Application Form duly filled by the Claimant.
2. *Certificate "B"* duly signed by the Doctor Concerned and verified by the Medical Supdt. of the Hospital/Nursing Home.
3. Copy of the Medical Card
4. Discharge Summery
5. Detailed bill should be attached along with the claim like detail of lab tests, detail of visits, Room charges etc.
6. All medical bills in original duly verified by the Doctor concerned should be attached with the claim.
7. Prescription slips for the medicines recommended by the Doctor should be attached with the claim duly verified by the Doctor Concerned.
8. The bills on the letterhead of the hospital/Nursing home are not allowed hence it is advised to the claimant to get the proper bills for the value.
9. The claimant has also to submit the Emergency Certificate in view of treatment taken in emergency.

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**Guru Gobind Singh Indraprastha University  
Sector-16C, Dwarka, New Delhi-110078**

# **GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

## **Medical Attendance and Treatment Regulations 2000 (Revised)**

In pursuance of the provisions of section 28 of Guru Gobind Singh Indraprastha University Act, 1998 (9 of 1998) the Board of Management of the Guru Gobind Singh Indraprastha University hereby makes the following regulations relating to medical attendance and treatment as applicable to the teaching and non-teaching employees of the University.

### **1. Short Title:**

These regulations may be called the Guru Gobind Singh Indraprastha University Medical Attendance and Treatment Regulations, 2000 (Revised).

### **2. Application:**

The scheme shall apply to (i) the regular employees of the University including those on probation, (ii) the employees who are in continuous contract, or on ad-hoc service for a period of more than one year, (iii) those on deputation from a Govt. department or an autonomous body or other public sector undertaking provided they opt to be governed by this scheme instead of by the rules in force in their own parent organisations, (iv) A retired person (A person who has served continuously at least for 5 years on regular service (including tenure appointment) and is not availing medical facilities from any other sources (only one source) will be defined as retired employee of the University.) and (v) The re-employed persons provided they are not eligible for medical benefits from their previous employer(s). This scheme shall, however, not apply to casual workers and consultants.

### **3. Definitions**

In these regulations :-

- (i) “Authorised Medical Attendant (AMA)” means a qualified registered medical practitioner possessing recognised medical qualifications not below MBBS in the allopathic system or its equivalent in Homoeopathy or the Indian system of medicine including a specialist and appointed by the University as such.
- (ii) “University” means the Guru Gobind Singh Indraprastha University established under the Guru Gobind Singh Indraprastha University Act, 1998.
- (iii) “University employee” means an employee of the University to whom this scheme will apply.
- (iv) “Competent authority” means the Vice-Chancellor or any subordinate authority to which the Vice-Chancellor may delegate a power, subject to any condition that may be specified in the delegation.

- (v) **'Family'** means employee's –
- (a) *Husband / Wife* including more than one wife and also judicially separated wife.
  - (b) *Parents and Stepmother.*  
In the case of adoption, only the adoptive and not the real parents. If the adoptive father has more than one wife, the first wife only.  
A female employee has a choice to include either her parents or her parents-in-law; option exercised can be changed only once during service.
  - (c) *Children* including legally adopted children, stepchildren and children taken as wards subject to the following conditions:-

a.	Unmarried Son	Till he starts earning, or attains the age of 25 years, whichever is earlier.
b.	Daughter	Till she starts earning or gets married, whichever is earlier, irrespective of the age-limit.
c.	Son suffering from any permanent disability of any kind (physical or mental).	No age-limit

- (d) Widowed daughters and dependent divorced / separated daughters:- irrespective of age-limit.
- (e) Sisters including unmarried / divorced / abandoned or separated from husband / windowed sisters. – irrespective of age-limit.
- (f) Minor brothers – Up to the age of becoming a major.

**Dependency** – The income limit for dependency of the family members (other than spouse) is Rs. 3500/- plus the amount of Dearness Relief admissible on Rs. 3500/- on the date of consideration of the claim.

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

- (vi) All other definitions, conditions, clauses, procedure and treatments which are not covered under this scheme shall be governed as per the provisions contained in the Medical Attendance Rules of the Govt. of India.

#### **4. Outdoor Treatment (Treatment as out patients):**

- 4.1 Fixed medical allowance shall be admissible to all University employees and will be enhanced on 1<sup>st</sup> April every year on the basis of price index. Rates of medical allowance from 1<sup>st</sup> April,2013 are as per the details given below:-

***Medical Allowance as per 6<sup>th</sup> Pay Commission' Pay Structure w.e.f. 01.04.2013***

<b>Grade Pay (GP / AGP)</b>	<b>*Amount (in Rs.)</b>
Less than Rs. 4200/-	Rs. 670/-
Rs. 4200 to Rs. 4799/-	Rs. 1055/-
Rs. 4800 to Rs. 6000/-	Rs. 1575/-
Rs. 6001 & above	Rs. 2110/-

*\*To be revised on every year on 1<sup>st</sup> April based on the price index*

- 4.2 The following enhancement/addition of provisions in the Medical Attendance & treatment Regulation of the University for outdoor patient were also approved.

- (i) IVF Treatment: The memo No. Z15025/5/2011-CGHS (P) dated 22.11.2011 regarding Guidelines / criteria for reimbursement of expenses for I-Vitro Fertilisation (IVF) treatment to CGHS beneficiaries and the office Memorandum No. F.25(III)/DGEHS/140/DHS/2009/28089-28679 dated 24.05.2012 regarding adoption of aforesaid guidelines for IVF treatment has also been approved for University's employees. Treatment should be taken from the University's empanelled hospitals.
- (ii) Hearing Aids: As per of Office memo. Dated 21.03.2012 issued by the Deptt. Of Health & Family Welfare on the subject "Revision of rates and guidelines for reimbursement of expenses on purchase of Hearing Aids under CS(MA) Rules, 1944 and CGHS-regarding" has also been adopted, which provides that beneficiaries covered under CS(MA) Rules, 1944/CGHS shall be eligible to obtain hearing aid after same has been recommended by a Government E.N.T. Specialist on the basis of audiometric and audiological assessment. The revised ceiling rates fixed for various types of Hearing Aids (for one ear) are also given therein.

- (iii) Dental Treatment: As per G.I.M.H., O.M. No. S. 14025/87/75-MS, dated the 31<sup>st</sup> August, 1977, the expenses incurred by the Govt. employees in connection with the following type of Dental Treatments taken from recognized hospitals is reimbursable to CGHS / DGHS employees. The same also been allowed to University employees:
  - (a) Extraction.
  - (b) Scaling and gum treatment.
  - (c) Root canal treatment.
  - (d) Reimbursement of complete denture.
  - (e) Gum Treatment – Treatment of Pyorrhoea and Gingivitis.
- (iv) Correction of Squint (Eye): Medical expenses incurred for the treatment of correction of squint (eye) has been allowed to be reimbursed as per Govt. of India's O.M. No. S. 14025/43/78-MS, dated the 3<sup>rd</sup> March, 1979.
- (v) Medical Treatment like Chemotherapy / Radiotherapy / Dialysis as outdoor patient has been allowed.

The reimbursement of the above all cases will be made subject to the condition that prior approval of the competent authority may be taken in advance alongwith the prescription / advice of the Doctor / hospital and estimated expenses. Further all above treatment should be taken from the University empanelled hospitals.

- 4.3 The reimbursement of expenditure incurred on full medical check-up shall be made to University employees after the age of 40 years on every two years basis and after the age of 55 on every one year basis with the condition that an upper cap for amount to be reimbursed will be fixed by the University.

## **5. Indoor Treatment**

### 5.1 Empanelment of hospitals:-

- (a) Hospitals empanelled for Cashless facilities and MoU may be signed accordingly with them. (At present maximum of three hospitals). List of hospitals at *Annexure-I*.
- (b) MoU may be signed with other willing hospitals which are empanelled with DGEHS/CGHS for providing indoor as well as outdoor service on CGHS/DGEHS rates but employee will pay for their medical bill to the empanelled hospital and may get reimbursement from the University as per medical rule. List of hospitals at *Annexure-II*.
- (c) In respect of hospitals on the approved panel of CGHS/DGEHS (wherein MoU has not been signed due to any reason), reimbursement of medical expenses shall be allowed and restricted to treatment on CGHS/DGEHS rate.

**6. Reimbursement of medical expenses in case of indoor treatment at private hospitals or nursing homes not on the panel of the University:**

Reimbursement for treatment received by way of indoor treatment in private hospitals or nursing homes not on the panel of the University shall not be permissible except in case of genuine emergency—where the reimbursement is allowed as per St. Stephens Hospital rates as approved by Govt. of Delhi, with the approval of the Vice-Chancellor.

**7. Facility of joint declaration where both the spouses are in the employment of Govt./Govt. undertakings:**

Where both the spouse are in the employment of central government or state government or corporation or autonomous bodies or any other organisation which provide medical facilities/allow medical reimbursement of medical expenses, they shall submit declaration for claiming such benefits from the office of either spouse at the initial stage. However, this declaration can be changed with the prior approval of the competent authority.

**8. Medical facilities for Retired Employees as defined at clause 2 (iv) of Medical Attendance & Treatment Regulation:**

- (a) For indoor treatment it is same as given at Sr. No. 5 above.
- (b) For outdoor treatment subject to the ceiling of their eligible category at the time of his / her retirement on submission of a certificate that he / she has actually incurred expenditure on their outdoor treatment.
- (c) For ailment such as tuberculosis, cancer, joint replacement, heart disease, kidney failure and organ transplant etc., facilities of drawing advance upto 90% of estimated medical expenditure may be provided to the retired employees, but advance will directly be given to the empanelled hospital.

**9. Standing committee:**

The Vice-Chancellor shall constitute a standing committee including therein representatives of the Directorate General of Health Services, Govt. of India. The committee shall review the medical scheme periodically. The committee shall suggest improvement in the scheme including empanelment of hospitals from time to time and also other related matters including redressal of the grievances of the staff, if any, in connection with the scheme. The Vice-Chancellor on the advice of the standing committee shall also have the power to relax the provisions of this scheme in individual cases of hardship for reasons to be recorded in writing.

## **Annexure-I**

### **Cashless Empanelled Hospitals (as on 22.10.2012):**

- 1 Saroj Hospital & Heart Institute  
Plot No. 2, Institutional Area, Sector 14 Extension,  
Rohini, Near Madhuban Chowk,  
New Delhi-110085.
- 2 Rockland Hospital (03 Branches):
  - (i) Rockland Hospitals Limited  
B-33-34, Qutab Institutional Area,  
New Delhi-110016.
  - (ii) Rockland Hospitals Limited  
Plot No. 2, Sector-5, IMT,  
Manesar, Haryana.
  - (iii) Rockland Hospitals Limited  
Plot HAF-B, Sector-12, Dwarka,  
New Delhi.
- 3 Yashoda Superspeciality Hospital (02 Branches):
  - (i) Yashoda Superspeciality Hospital  
H-1, Kaushambi, Near Dabur Chowk,  
Ghaziabad.
  - (ii) Yashoda Superspeciality Hospital  
III-M, Nehru Nagar,  
Ghaziabad.

**Note:** The list can be modified at any time by the competent authority. For latest and updated position, please refer to our University Website [www.ipu.ac.in](http://www.ipu.ac.in) under the link of Accounts Branch.

## **Annexure-II**

### **Non-cashless Empanelled Hospitals (as on 22.10.2012):**

<b>S. No.</b>	<b>Name &amp; Address of Hospital</b>	<b>S. No.</b>	<b>Name &amp; Address of Hospital</b>
1	Kalra Hospital SRCNC Pvt. Ltd., Tulsi Dass Kalra Marg, Kirti Nagar, New Delhi-110015	2	Jeewan Mala Hospital Pvt. Ltd., 67/1, New Rohtak Road, New Delhi-110005.
3	Park Hospital, Meera Enclave, (Chowkandi), Near Keshopur Bus Depot Outer Ring Road, New Delhi-110018	4	M.G.S. Hospital Rohtak Road, West Punjabi Bagh, New Delhi-110026.
5	Sunil Hospital 15/199-200, Geetanjali Road, Malviya Nagar, New Delhi - 110017	6	Delhi Heart & Lung Institute 3 MM-II Panchkuian Road New Delhi-110055
7	RG Stone Urology & Laparoscopy Hospital, F-12, East of Kailash, New Delhi-110065.	8	Dr. Kapur's The Healing Touch Eye Centre, D-8 Vikas Puri, New Delhi-110018
9	Mohan Eye Institute 11-B, Ganga Ram Hospital Marg, New Delhi – 110 060.	10	Vinayak Hospital NH-1, Sector-27, Atta, NOIDA – 201301.
11	Jeewan Nursing Home & Hospital, 2-B Pusa Road, New Delhi-110005	12	Sanjeevan Medical Research Centre (P) Ltd., 24, Ansari Road, Darya Ganj, New Delhi-110002.
13	Dr. Bansal's Stone Urology & Laparoscopy Centre A-1, New Friends Colony, New Delhi - 110025.	14	Panchsheel Hospital Private Limited, C3/64A, Yamuna Vihar, Delhi-110053.
15	Ahooja Eye & Dental Institute 560/1. Dayanand Colony, New Railway Road, Gurgaon-122001	16	Goyal Eye Institute, 1/10, East Patel Nagar, New Delhi-110008.
17	Chaudhary Eye Centre & Laser Vision, 4802, Bharat Ram Road (Ansari Road), 24, Daryaganj, New Delhi- 110002.	18	Dr. Patnaik's Laser Eye Institute (DPLEI), C-2, Lajpat Nagar-III, New Delhi-110024
19	CENTRE FOR SIGHT B-5/24, Safdarjung Enclave, New Delhi - 110029	20	VISION EYE CENTRE 12/27, W. Patel Nagar, Near Arya Samaj Mandir, New Delhi – 110008.

21	Prakash Hospital D-12, 12A, 12B, Sec.-33, Noida-201301.	22	Batra Hospital & Medical Research Centre, 1, Tughlakabad Institutional Area, Mehrauli Badarpur Road, New Delhi-110062
23	Kukreja Hospital D-36, Acharya Niketan, Mayur Vihar, Phase-I, Delhi-110 091	24	Shri Ram Singh Hospital & Heart Institute, B-25-26, 26-A, Swaran Cinema Road, East Krishna Nagar, Delhi-110051.
25	Sumitra Hospital, A-119 A, Sector-35, NOIDA-201 301.	26	Mata Chanan Devi Hospital C-1, Janak Puri, New Delhi-110058.
27	BLK Super Speciality Hospital Pusa Road, New Delhi-110005	28	BENSUPS Hospital, Bensups Avenue, Sector-12, Dwarka, New Delhi-110075.
29	RLKC Hospital Metro Heart Institute, Pandav Nagar, Naraina Road, Opp. Shadi Pur Metro Station, New Delhi-110008.		

**Note:** The list can be modified at any time by the competent authority. For latest and updated position, please refer to our University Website [www.ipu.ac.in](http://www.ipu.ac.in) under the link of Accounts Branch.

**Diagnostic Centre / Pathology Lab (as on 22.10.2012):**

- 1 Dr. Anand's Imaging &  
Neurological Research Centre  
G-14, Preet Vihar, Vikas Marg,  
Karkarimor, Delhi-110092.
- 2 Dr. Lal Pathlabs Pvt. Ltd.  
8, West Avenue Road, Punjabi Bagh (W)  
New Delhi-110026.
- 3 Focus Imaging & Research Centre Pvt. Ltd.,  
C-10 Green Park Extension,  
New Delhi-110016.
- 4 Ganesh Diagnostic & Imaging Centre Pvt. Ltd.  
109, Pocket-A-1, Sector-8, Near Deepali Cowk,  
Opp. Bagga Link, New Delhi-110085.

**Note:** *The list can be modified at any time by the competent authority. For latest and updated position, please refer to our University Website [www.ipu.ac.in](http://www.ipu.ac.in) under the link of Accounts Branch.*



## **MOU FOR CASHLESS HOSPITALS**

### **AGREEMENT**

This agreement entered into at New Delhi on \_\_\_\_\_ ('Agreement') between **Guru Gobind Singh Indraprastha University**, represented by the Registrar and hereinafter referred to as 'University' and / or 'GGSIPU', which expression shall, unless repugnant to the context thereof, mean and include its successors and assignees of the **ONE PART and** \_\_\_\_\_, having its premises at \_\_\_\_\_, hereinafter referred to as '**Provider Hospital**' and / or '**Hospital**' which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assignees of the **OTHER PART**.

**WHEREAS**, The University has been established by Government of NCT of Delhi under the provisions of Guru Gobind Singh Indraprastha University Act, 1998 (with its Amendment in 1999) to facilitate and promote studies, research and extension work in emerging areas of higher education with focus on professional education;

**AND WHEREAS**, The University is desirous of formulating and extending a suitable package of medical benefits as part of welfare measure to its Teaching / Non-Teaching employees, their dependent(s) and their spouse;

**AND WHEREAS**, the Hospital is engaged in providing medical facilities and has expertise in the said field. The University has approached the Hospital to extend medical facilities and treatment to the Member(s) (as defined in this Agreement) and the Hospital has agreed for the same on the terms and conditions mutually agreed to between the parties and set forth in this Agreement.

### **NOW THEREFORE, THIS AGREEMENT WITNESSTH THAT-**

#### **0.1 Definitions –**

- (a) "**Medical Benefits**" – Means the reimbursement of hospitalization expenses admissible to the eligible employees and their dependents on production of Identity Card or any specific Card issued by the University. In case where Identity Card has not been issued, authorization letter will replace the Identity Card.
- (b) "**Members**" – Employees of the University along with their dependents who are eligible for the Medical Benefits.
- (c) "**Dependents**" – In case of a serving employee means: (i) the spouse of such employee, (ii) legitimate and unmarried / unemployed sons and / or daughters (upto

25 years of age); (iii) step sons / daughters (upto 25 years) who are residing with the University employee and are wholly dependent on the University employee; (iv) married daughters who have been divorced, abandoned or separated from their husbands and are residing with and are wholly dependent on the University employee, (v) father / mother / step father / step mother residing with and wholly dependent on the University employee, (vi) unmarried minor brother as well as unmarried, divorced, abandoned / separated from their husbands or widowed sisters residing with and wholly dependent on the employee, provided their parents are either not alive or are themselves wholly dependent on the University employees; (vii) parents and / or parents-in-law of female employees of the University, provided however that a formal declaration by the female employee will be required for availing the benefit.

- (d) “**Entitlement**” refers to the room charges along with the service tax, if any, which an employee is entitled to avail in case of hospitalization. As per prevailing norms on salary structure, the following entitlements are approved by the University:

General Ward :	Pay drawn in Pay Band upto Rs.13,950/-.
Semi-Pvt. Ward :	Pay drawn in Pay Band Rs.13,960/- to Rs.19,530/-
Private Ward :	Pay drawn in Pay Band Rs.19,540/- and above.

If the Member(s) on their own opt for a higher category than what he / she is entitled, the excess cost will be the responsibility of the Member(s), for which the member(s) will have to make prior arrangement with the Provider Hospital. The University's commitment will be restricted to the actual entitlement only.

## 0.2 PERIOD

This Agreement shall be in force initially for a period of one year and may be renewed further from time to time on such terms and conditions as may be mutually agreed.

## 0.3 EXTENT OF COVERAGE

- i) The Provider Hospital shall extend only in-patient hospitalization to the Members under this Agreement and claims will be settled directly by the University under ‘Direct Payment System’. For the ‘Out- Patient treatment’, the University employee shall take such treatment on the agreed rates on cash basis and the University shall not be responsible for any such medical expenditure on this account under ‘Direct Payment System’.

- ii) The Provider Hospital will extend services as per the rates prescribed in the Central Government Health Scheme (hereinafter referred as ‘CGHS’) for both **IPD & OPD** treatment.
- iii) If the Provider Hospital normally charges rates for various procedures which are lower than the rates given by CGHS, the reimbursement would be at the actual rates charged by the Provider Hospital.
- iv) The Provider Hospital shall ensure that each time a Member avails service envisaged in this Agreement, the expenses are regulated strictly with reference to the eligibility and monetary limits fixed with reference to the entitlements status of such Member.
- v) The Provider Hospital shall ensure that the benefits are made available to the Member(s) strictly as per terms of this Agreement and no benefits outside the terms of this agreement shall be allowed without prior approval, unless the same is essential for the recovery of member(s).
- vi) The University shall not be liable to make any payment on account of claims which are in the opinion of the University fraudulent or are a result of fabricated claims.

#### **0.4 OBLIGATIONS OF PROVIDER**

- i) The Provider Hospital shall ensure that all members are admitted and treated in the Provider Hospital on priority basis. Priority basis in this context means making available to the Member services like on-the-spot admission/ treatment, beds on an urgent basis and the like. In case there is no accommodation available either in the ward or in the operation theatre or the patient requires specialized treatment which is not available in the Hospital, the Provider Hospital shall make all attempts through its good offices to accommodate and admit the members to other University empanelled / Super-Specialty Hospital(s), subject to concurrence from the concerned Members and an intimation as to the cross reference shall be made to the University within 24 hours of such referral.
- ii) The Provider Hospital shall ensure that best and timely medical treatment / medical facility is extended to the Member(s) and provide best of services to them at all times.
- iii) It is mandatory for the Provider Hospital to maintain and adhere to the standards and quality of medical services as prescribed by Medical Council of India. The Provider Hospital represents that it has all the prescribed standards and shall maintain the same for the Member(s).
- iv) The University’s Medical Officer / designated Officer(s) shall have the right to visit the Provider Hospital to check the quality, standards, review and discuss treatment provided to the Members. During such visits and inquiries, the Provider Hospital shall extend full co-operation to the University officials including access to the

- Member(s) medical and billing records and make available the information they request about the patient for the purposes of their investigation / inspection.
- v) The Provider Hospital shall also arrange to obtain medicines, injections, disposable syringes etc. as prescribed by the doctors from an authorized chemist(s), druggist(s).
  - vi) The Provider Hospital shall make available to the Member(s), only in emergency cases, ambulance services on a priority basis for patients within the city/town limits, the cost of which will be part of the package.
  - vii) The Provider Hospital shall keep the Member(s) in the Hospital only for the required number of days of treatment and carry out only the required investigations. The University has the discretion to reject bills containing any item, which as per the University was unwarranted on the part of the Provider Hospital.
  - viii) The Provider Hospital agrees not take to any cash deposit or any deposit of any kind or advance from Member(s) who is / are to be given treatment by the Provider Hospital and shall strictly adhere to the understanding.
  - ix) The Provider Hospital shall strictly adhere to the agreed 'Operation Procedure' contained in the terms and conditions specified by CGHS and be bound by the same.
  - x) The Provider Hospital shall equip itself with qualified and experienced Doctors, Medical and Para-Medical staff, Nurses etc. and also all other infrastructure essential to maintain the desired quality and standard of treatment for the Member(s).
  - xi) The Provider Hospital shall not create separate charges on account of nursing, interest or interest free security deposit, diet charges, air conditioner/ cooler/ heater charges (including electricity charges) which in the opinion of University are included in the package.
  - xii) The Provider Hospital shall admit the patients only on production of a valid identity card with photograph of the Member(s), issued by the University. The Provider Hospital shall not demand any advance from the Member(s) and shall provide credit facilities to the concerned patient.
  - xiii) The Provider Hospital shall not charge more than two consultations in a day to a Member(s) from the attending specialist.
  - xiv) Before the final discharge of the Member(s), the discharge summary certificate documents and necessary bill shall be authenticated by the Member's signature.
  - xv) The drugs/ medicine supplied to the Member (s) to be consumed after discharge will not be part of the package.
  - xvi) In case the eligible accommodation is not available at the time of admission, the Member (s) will be admitted to lower category of accommodation. But, if the Member (s) is provided higher category accommodation at his / her own request the differential amount will be borne by the Member(s) and if accommodation is provided by the Provider Hospital in the event of non-availability of entitled accommodation,

- the differential amount will be borne by the Provider Hospital. As soon as the entitled accommodation is made available, the Member(s) should be shifted to the category of accommodation he/she is originally entitled to.
- xvii) The Provider Hospital will send all bills pertaining to the Members(s) to the University, for payment.

## **0.5 OBLIGATIONS OF THE GURU GOBIND SINGH INDRAAPRASTHA UNIVERSITY.**

The University shall ensure settlements of all bills raised by the Provider Hospital for indoor treatment within 45 days after the submission of the bills to the University; Provided however that no query on the bills or claim has been raised by the University. The University shall have no obligation as far as the payment of services availed by the Member(s) for outdoor treatment is concerned, and the Member(S) shall be liable to make payment directly to the Provider Hospital in this behalf.

## **0.6 GENERAL**

- i) The University shall not be responsible / liable in any manner whatsoever on account of negligence on the part of Provider Hospital or their doctors/consultants while giving treatment to the Member (s).
- ii) Any deviation/ modification of this Agreement by the parties hereto shall be effected with the written consent of both the parties.
- iii) In case of any doubts about the facilities entitlements etc. for the member(s) under this agreement, such cases shall be dealt under the provisions of CS (MA) Rules of the Government of India, amended from time to time.

## **0.7 TERMINATION**

The Agreement can be terminated by either party by giving 30 (thirty) days' prior notice without assigning any reason. Neither party shall have any claim for any compensation or damages or otherwise on this account from the other party.

The University may terminate this Agreement, if the Provider Hospital violates any of the terms and conditions of the Agreement. In case of such termination of this Agreement however, the Provider Hospital shall ensure that all admitted member(s) undergoing treatment at the time of termination are treated completely and discharged.

## **0.8 DISPUTE RESOLUTION**

The agreed rates and terms of the package are rates notified by CGHS from time to time and these will be part and parcel of this Agreement. In case of any dispute over the bills raised by the Provider Hospital, the issue will be referred to a three (3) member "Redress Committee" each representing the Registrar, Controller of Finance and the Hospital

Authority. The decision of the Committee will be binding on the Provider Hospital and the University.

In case of disputes unresolved through the “Redress Committee”, the Courts at Delhi alone will have the jurisdiction to adjudicate the dispute.

In witness whereof the parties hereto have signed this on the day, month and year first hereinabove written in the presence of:

Guru Gobind Singh Indraprastha University

Provider Hospital

Witnesses:

1.

2.

Witnesses:

1.

2.

## **MOU FOR NON-CASHLESS HOSPITALS**

### **AGREEMENT**

This agreement entered into at New Delhi on \_\_\_\_\_ ('Agreement') between **Guru Gobind Singh Indraprastha University**, represented by the Registrar and hereinafter referred to as 'University' and / or 'GGSIPU', which expression shall, unless repugnant to the context thereof, mean and include its successors and assignees of the **ONE PART and** \_\_\_\_\_, having its premises at \_\_\_\_\_, hereinafter referred to as 'Provider Hospital' and / or 'Hospital' which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assignees of the **OTHER PART**.

**WHEREAS**, The University has been established by Government of NCT of Delhi under the provisions of Guru Gobind Singh Indraprastha University Act, 1998 (with its Amendment in 1999) to facilitate and promote studies, research and extension work in emerging areas of higher education with focus on professional education;

**AND WHEREAS**, The University is desirous of formulating and extending a suitable package of medical benefits as part of welfare measure to its Teaching / Non-Teaching employees, their dependent(s) and their spouse;

**AND WHEREAS**, the Hospital is engaged in providing medical facilities and has expertise in the said field. The University has approached the Hospital to extend medical facilities and treatment to the Member(s) (as defined in this Agreement) and the Hospital has agreed for the same on the terms and conditions mutually agreed to between the parties and set forth in this Agreement.

### **NOW THEREFORE, THIS AGREEMENT WITNESSTH THAT-**

#### **0.1 Definitions –**

- (a) "Medical Benefits" – Means the reimbursement of hospitalization expenses admissible to the eligible employees and their dependents on production of Identity Card or any specific Card issued by the University. In case where

Identity Card has not been issued, authorization letter will replace the Identity Card.

- (b) **“Members”** – Employees of the University along with their dependents who are eligible for the Medical Benefits.
- (c) **“Dependents”** – In case of a serving employee means: (i) the spouse of such employee, (ii) legitimate and unmarried / unemployed sons and / or daughters (upto 25 years of age); (iii) step sons / daughters (upto 25 years) who are residing with the University employee and are wholly dependent on the University employee; (iv) married daughters who have been divorced, abandoned or separated from their husbands and are residing with and are wholly dependent on the University employee, (v) father / mother / step father / step mother residing with and wholly dependent on the University employee, (vi) unmarried minor brother as well as unmarried, divorced, abandoned / separated from their husbands or widowed sisters residing with and wholly dependent on the employee, provided their parents are either not alive or are themselves wholly dependent on the University employees; (vii) parents and / or parents-in-law of female employees of the University, provided however that a formal declaration by the female employee will be required for availing the benefit.
- (d) **“Entitlement”** refers to the room charges along with the service tax, if any, which an employee is entitled to avail in case of hospitalization. As per prevailing norms on salary structure, the following entitlements are approved by the University:
  - General Ward : Pay drawn in Pay Band upto Rs.13,950/-.
  - Semi-Pvt. Ward : Pay drawn in Pay Band Rs.13,960/- to Rs.19,530/-
  - Private Ward : Pay drawn in Pay Band Rs.19,540/- and above.

If the Member(s) on their own opt for a higher category than what he / she is entitled, the excess cost will be the responsibility of the Member(s), for which the member(s) will have to make prior arrangement with the Provider Hospital. The University's commitment will be restricted to the actual entitlement only.

## **0.2 PERIOD**

This Agreement shall be in force initially for a period of one year and may be renewed further from time to time on such terms and conditions as may be mutually agreed.

## **0.3 EXTENT OF COVERAGE**

- (i) The Provider Hospital will extend services as per the rates prescribed in the Central Government Health Scheme (hereinafter referred as ‘CGHS’) for both **IPD & OPD treatment**.
- (ii) If the Provider Hospital normally charges rates for various procedures which are lower than the rates given by CGHS, the reimbursement would be at the actual rates charged by the Provider Hospital.
- (iii) The Provider Hospital shall ensure that each time a Member avails service envisaged in this Agreement, the expenses are regulated strictly with reference to the eligibility and monetary limits fixed with reference to the entitlements status of such Member.
- (iv) The Provider Hospital shall ensure that the benefits are made available to the Member(s) strictly as per terms of this Agreement and no benefits outside the terms of this agreement shall be allowed without prior approval, unless the same is essential for the recovery of member(s).
- (v) All the charges on account of availing indoor / outdoor treatment at Provider Hospital shall be borne by the employee and shall directly be paid by the employee. However, Provider Hospital shall verify all such claims on prescribed format of University. The University shall not be liable to make any payment on account of such claims from the Provider Hospital.

## **0.4 OBLIGATIONS OF PROVIDER**

- (i) The Provider Hospital shall ensure that all members are admitted and treated in the Provider Hospital on priority basis. Priority basis in this context means making available to the Member services like on-the-spot admission/ treatment, beds on an urgent basis and the like. In case there is no accommodation available either in the ward or in the operation theatre or the patient requires specialized treatment which is not available in the Hospital, the Provider Hospital shall make all attempts through its good offices to accommodate and admit the members to other

- University empanelled / Super-Specialty Hospital(s), subject to concurrence from the concerned Members and an intimation as to the cross reference shall be made to the University within 24 hours of such referral.
- (ii) The Provider Hospital shall ensure that best and timely medical treatment / medical facility is extended to the Member(s) and provides best of services to them at all times.
  - (iii) It is mandatory for the Provider Hospital to maintain and adhere to the standards and quality of medical services as prescribed by Medical Council of India. The Provider Hospital represents that it has all the prescribed standards and shall maintain the same for the Member(s).
  - (iv) The University's Medical Officer / designated Officer(s) shall have the right to visit the Provider Hospital to check the quality, standards, review and discuss treatment provided to the Members. During such visits and inquiries, the Provider Hospital shall extend full co-operation to the University officials including access to the Member(s) medical and billing records and make available the information they request about the patient for the purposes of their investigation / inspection.
  - (v) The Provider Hospital shall also arrange to obtain medicines, injections, disposable syringes etc. as prescribed by the doctors from an authorized chemist(s), druggist(s).
  - (vi) The Provider Hospital shall make available to the Member(s), only in emergency cases, ambulance services on a priority basis for patients within the city/town limits, the cost of which will be part of the package.
  - (vii) The Provider Hospital shall keep the Member(s) in the Hospital only for the required numbers of days of treatment and carry out only the required investigations. The University has the discretion to reject bills containing any item, which as per the University was unwarranted on the part of the Provider Hospital.
  - (viii) The Provider Hospital shall strictly adhere to the agreed 'Operation Procedure' contained in the terms and conditions specified by CGHS and be bound by the same.
  - (ix) The Provider Hospital shall equip itself with qualified and experienced Doctors, Medical and Para-Medical staff, Nurses etc. and also all other infrastructure essential to maintain the desired quality and standard of treatment for the Member(s).

- (x) The Provider Hospital shall not create separate charges on account of nursing, interest or interest free security deposit, diet charges, air conditioner/ cooler/ heater charges (including electricity charges) which in the opinion of University are included in the package.
- (xi) The Provider Hospital shall admit the patients only on production of a valid identity card with photograph of the Member(s), issued by the University.
- (xii) The Provider Hospital shall not charge more than two consultations in a day to a Member(s) from the attending specialist.
- (xiii) The drugs/ medicine supplied to the Member (s) to be consumed after discharge will not be part of the package.
- (xiv) In case the eligible accommodation is not available at the time of admission, the Member (s) will be admitted to lower category of accommodation. But, if the Member (s) is provided higher category accommodation at his / her own request the differential amount will be borne by the Member(s).

## **0.5 GENERAL**

- (i) The University shall not be responsible / liable in any manner whatsoever on account of negligence on the part of Provider Hospital or their doctors/consultants while giving treatment to the Member (s).
- (ii) Any deviation/ modification of this Agreement by the parties hereto shall be effected with the written consent of both the parties.
- (iii) In case of any doubts about the facilities entitlements etc. for the member(s) under this agreement, such cases shall be dealt under the provisions of CS (MA) Rules of the Government of India, amended from time to time.

## **0.6 TERMINATION**

The Agreement can be terminated by either party by giving 30 (thirty) days' prior notice without assigning any reason. Neither party shall have any claim for any compensation or damages or otherwise on this account from the other party.

The University may terminate this Agreement, if the Provider Hospital violates any of the terms and conditions of the Agreement. In case of such termination of this Agreement however, the Provider Hospital shall ensure that all admitted member(s) undergoing treatment at the time of termination are treated completely and discharged.

## **0.7 DISPUTE RESOLUTION**

The agreed rates and terms of the package are rates notified by CGHS from time to time and these will be part and parcel of this Agreement.

In case of disputes, the Courts at Delhi alone will have the jurisdiction to adjudicate the dispute.

In witness whereof the parties hereto have signed this on the day, month and year first hereinabove written in the presence of:

**Guru Gobind Singh Indraprastha University**

**Provider Hospital**

Witnesses:

Witnesses:

2.

1.

3.

2.

LAB	ADDRESS	PHONE NUMBERS	Pathology
Rohini	BLOCK E, SECTOR 18, ROHINI, NEW DELHI -110 085	011-30258600	✓
HANUMAN ROAD	ESKAY HOUSE, 54, HANUMAN ROAD, NEW DELHI-110001.	011-30403210	✓
PREET VIHAR	C-49, MAIN VIKAS MARG, PREET VIHAR, NEW DELHI-110092.	011-30403240	✓
PUNJABI BAGH	8, WEST AVENUE ROAD, PUNJABI BAGH(W), NEW DELHI-110026.	011-30403250	✓
SDA	C-2/6, SAFDARJUNG DEVELOPMENT AREA, NEW DELHI-110016 .	011-30403230	✓
VASANT KUNJ	NELSON MANDELA MARG, BUILDING NO.1, L.S.C., SECTOR-B, POCKET-7, VASANT KUNJ, NEW DELHI-70	011-26134825	✓
ASHOK VIHAR	B2/9, ANMOL HOUSE, NEAR SYNDICATE BANK, ASHOK VIHAR PHASE -2 NEW DELHI-110052.	011-32055414	✓
NEW FRIENDS COLONY	D-819, GROUND FLOOR, NEAR ESCORTS HOSPITAL, NEW FRIENDS COLONY, NEW DELHI- 110025.	011-32055453	✓
TILAK NAGAR	4B/13, NEAR METRO PILLAR NO.494, TILAK NAGAR, NEW DELHI - 110018	011-32991922	✓
EAST OF KAILASH	A-15 KAILASH COLONY, GROUND FLOOR, NEAR KAILASH COLONY METRO STATION, NEW DELHI 110048	011-32969655	✓
FARIDABAD	SCO-30, SECTOR-16, FARIDABAD-121002, HARYANA.	0129-3266060	✓
GHAZIABAD	C-30, RDC, NEAR KRISHNA SAGAR, RAJNAGAR, GHAZIABAD, U.P.	0120-3010561	✓
GURGAON	C-1/B, CLEAR VIEW, OLD DLF COLONY, SECTOR-14, GURGAON-122001, HARYANA.	0124-3988505	✓
GURGAON-2	SHOP NO. 9,10, 30,31, DLF CITY COURT, SIKANDERPUR, GURGAON - 122001, HARYANA	0124-3212530	✓
NOIDA (Sector 18)	N-27, SECTOR-18, NOIDA, U.P.	0120-3191331	✓
NOIDA (Sector 50)	B-1/1, CENTRAL MARKET, SECTOR - 50, NOIDA, U.P.	0120-3292266	✓
INDIRAPURAM	GROUND FLOOR, SHOP NO: BG-03, ADITYA SHOPPING COMPLEX, PLOT NO. C/GH-3, VAIBHAV KHAND, INDIRAPURAM, GHAZIABAD.		

PSC SITE	ADDRESS	PHONE NUMBERS	Collection
NOIDA	A-34, Ground Floor, Sector-26, NOIDA, U.P. - 201301.	0120-3193232	✓
PATEL NAGAR	15/1, Ground Floor, West Patel Nagar, New Delhi-110008.	011-32043539	✓
SHALIMAR BAGH	Shop No. A1/BQ Market, Shalimar Bagh, Delhi-110088.	011-32043543	✓
GREEN PARK	J-5, Green Park Main, New Delhi - 110016.	011-32043533	✓
JANAK PURI	B-29, Community Centre, Opp. Punjab National Bank, Janakpuri - 110058.	011-32043534	✓
KRISHNA NAGAR	F-1/9, Near Happy English School, Main Bus Stand, Krishna Nagar, New Delhi-110051.	011-32043535	✓
DWARKA	Shop No. 6, Vardhman Sudershan Plaza, Sector-5, Near Pizza Hut, Ashirwad Chowk, Dwarka, New Delhi -110073.	011-32043531	✓
LAJPAT NAGAR	Shop No. 3, C-1/103-104, Lajpat Nagar-1, Opp. Nirula's, Defence Colony Flyover, Lajpat Nagar-1, New Delhi-110024.	011-32043536	✓
VASANT KUNJ	RZ-83-A-/1249/B-9, Basement, Opp. Fortis Hospital IN Gate, Kishangarh, Vasant Kunj, Delhi-110070.	011-32043545	✓
ROHINI	124, Pocket C-9, Opp. Fire Station, Sector-8, Rohini, New Delhi-110085.	011-32043541	✓
PATPARGANJ	Shop No. G3 & G4, Aggarwal Tower, LSC-2, IP - Extension, Patparganj, Adj. SBI ATM, New Delhi-110092.	011-32043540	✓
MUKHERJEE NAGAR	A-37,38,39, Ground Floor, GF-2, Commercial Complex, Dr. Mukherjee Nagar, Adj. to HDFC Bank, New Delhi-110009.	011-32043537	✓
SHAKTI NAGAR	24/26,Ground Floor, Shakti Nagar, Adj. Govt. Girls School No. 1, New Delhi-110007.	011-32043542	✓
GURGAON	SF 103, First Floor, Galleria Market, DLF Phase - IV, Gurgaon - 122001, Haryana.	0124-3273232	✓

# **GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

## **Medical Attendance and Treatment Regulations 2000 (Revised)**

In pursuance of the provisions of section 28 of Guru Gobind Singh Indraprastha University Act, 1998 (9 of 1998) the Board of Management of the Guru Gobind Singh Indraprastha University hereby makes the following regulations relating to medical attendance and treatment as applicable to the teaching and non-teaching employees of the University.

### **1. Short Title:**

These regulations may be called the Guru Gobind Singh Indraprastha University Medical Attendance and Treatment Regulations, 2000 (Revised).

### **2. Application:**

The scheme shall apply to (i) the regular employees of the University including those on probation, (ii) the employees who are in continuous contract, or on ad-hoc service for a period of more than one year, (iii) those on deputation from a Govt. department or an autonomous body or other public sector undertaking provided they opt to be governed by this scheme instead of by the rules in force in their own parent organisations, (iv) A retired person (A person who has served continuously at least for 5 years on regular service (including tenure appointment) and is not availing medical facilities from any other sources (only one source) will be defined as retired employee of the University.) and (v) The re-employed persons provided they are not eligible for medical benefits from their previous employer(s). This scheme shall, however, not apply to casual workers and consultants.

### **3. Definitions**

In these regulations :-

- (i) “Authorised Medical Attendant (AMA)” means a qualified registered medical practitioner possessing recognised medical qualifications not below MBBS in the allopathic system or its equivalent in Homoeopathy or the Indian system of medicine including a specialist and appointed by the University as such.
- (ii) “University” means the Guru Gobind Singh Indraprastha University established under the Guru Gobind Singh Indraprastha University Act, 1998.
- (iii) “University employee” means an employee of the University to whom this scheme will apply.
- (iv) “Competent authority” means the Vice-Chancellor or any subordinate authority to which the Vice-Chancellor may delegate a power, subject to any condition that may be specified in the delegation.

- (v) **'Family'** means employee's –
- (a) *Husband / Wife* including more than one wife and also judicially separated wife.
  - (b) *Parents and Stepmother.*  
In the case of adoption, only the adoptive and not the real parents. If the adoptive father has more than one wife, the first wife only.  
A female employee has a choice to include either her parents or her parents-in-law; option exercised can be changed only once during service.
  - (c) *Children* including legally adopted children, stepchildren and children taken as wards subject to the following conditions:-

a.	Unmarried Son	Till he starts earning, or attains the age of 25 years, whichever is earlier.
b.	Daughter	Till she starts earning or gets married, whichever is earlier, irrespective of the age-limit.
c.	Son suffering from any permanent disability of any kind (physical or mental).	No age-limit

- (d) Widowed daughters and dependent divorced / separated daughters:- irrespective of age-limit.
- (e) Sisters including unmarried / divorced / abandoned or separated from husband / windowed sisters. – irrespective of age-limit.
- (f) Minor brothers – Up to the age of becoming a major.

**Dependency** – The income limit for dependency of the family members (other than spouse) is Rs. 3500/- plus the amount of Dearness Relief admissible on Rs. 3500/- on the date of consideration of the claim.

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

- (vi) All other definitions, conditions, clauses, procedure and treatments which are not covered under this scheme shall be governed as per the provisions contained in the Medical Attendance Rules of the Govt. of India.

#### **4. Outdoor Treatment (Treatment as out patients):**

- 4.1 Fixed medical allowance shall be admissible to all University employees and will be enhanced on 1<sup>st</sup> April every year on the basis of price index. Rates of medical allowance from 1<sup>st</sup> April,2013 are as per the details given below:-

***Medical Allowance as per 6<sup>th</sup> Pay Commission' Pay Structure w.e.f. 01.04.2013***

<b>Grade Pay (GP / AGP)</b>	<b>*Amount (in Rs.)</b>
Less than Rs. 4200/-	Rs. 670/-
Rs. 4200 to Rs. 4799/-	Rs. 1055/-
Rs. 4800 to Rs. 6000/-	Rs. 1575/-
Rs. 6001 & above	Rs. 2110/-

*\*To be revised on every year on 1<sup>st</sup> April based on the price index*

- 4.2 The following enhancement/addition of provisions in the Medical Attendance & treatment Regulation of the University for outdoor patient were also approved.

- (i) IVF Treatment: The memo No. Z15025/5/2011-CGHS (P) dated 22.11.2011 regarding Guidelines / criteria for reimbursement of expenses for I-Vitro Fertilisation (IVF) treatment to CGHS beneficiaries and the office Memorandum No. F.25(III)/DGEHS/140/DHS/2009/28089-28679 dated 24.05.2012 regarding adoption of aforesaid guidelines for IVF treatment has also been approved for University's employees. Treatment should be taken from the University's empanelled hospitals.
- (ii) Hearing Aids: As per of Office memo. Dated 21.03.2012 issued by the Deptt. Of Health & Family Welfare on the subject "Revision of rates and guidelines for reimbursement of expenses on purchase of Hearing Aids under CS(MA) Rules, 1944 and CGHS-regarding" has also been adopted, which provides that beneficiaries covered under CS(MA) Rules, 1944/CGHS shall be eligible to obtain hearing aid after same has been recommended by a Government E.N.T. Specialist on the basis of audiometric and audiological assessment. The revised ceiling rates fixed for various types of Hearing Aids (for one ear) are also given therein.

- (iii) Dental Treatment: As per G.I.M.H., O.M. No. S. 14025/87/75-MS, dated the 31<sup>st</sup> August, 1977, the expenses incurred by the Govt. employees in connection with the following type of Dental Treatments taken from recognized hospitals is reimbursable to CGHS / DGHS employees. The same also been allowed to University employees:
  - (a) Extraction.
  - (b) Scaling and gum treatment.
  - (c) Root canal treatment.
  - (d) Reimbursement of complete denture.
  - (e) Gum Treatment – Treatment of Pyorrhoea and Gingivitis.
- (iv) Correction of Squint (Eye): Medical expenses incurred for the treatment of correction of squint (eye) has been allowed to be reimbursed as per Govt. of India's O.M. No. S. 14025/43/78-MS, dated the 3<sup>rd</sup> March, 1979.
- (v) Medical Treatment like Chemotherapy / Radiotherapy / Dialysis as outdoor patient has been allowed.

The reimbursement of the above all cases will be made subject to the condition that prior approval of the competent authority may be taken in advance alongwith the prescription / advice of the Doctor / hospital and estimated expenses. Further all above treatment should be taken from the University empanelled hospitals.

- 4.3 The reimbursement of expenditure incurred on full medical check-up shall be made to University employees after the age of 40 years on every two years basis and after the age of 55 on every one year basis with the condition that an upper cap for amount to be reimbursed will be fixed by the University.

## **5. Indoor Treatment**

### 5.1 Empanelment of hospitals:-

- (a) Hospitals empanelled for Cashless facilities and MoU may be signed accordingly with them. (At present maximum of three hospitals). List of hospitals at *Annexure-I*.
- (b) MoU may be signed with other willing hospitals which are empanelled with DGEHS/CGHS for providing indoor as well as outdoor service on CGHS/DGEHS rates but employee will pay for their medical bill to the empanelled hospital and may get reimbursement from the University as per medical rule. List of hospitals at *Annexure-II*.
- (c) In respect of hospitals on the approved panel of CGHS/DGEHS (wherein MoU has not been signed due to any reason), reimbursement of medical expenses shall be allowed and restricted to treatment on CGHS/DGEHS rate.

**6. Reimbursement of medical expenses in case of indoor treatment at private hospitals or nursing homes not on the panel of the University:**

Reimbursement for treatment received by way of indoor treatment in private hospitals or nursing homes not on the panel of the University shall not be permissible except in case of genuine emergency—where the reimbursement is allowed as per St. Stephens Hospital rates as approved by Govt. of Delhi, with the approval of the Vice-Chancellor.

**7. Facility of joint declaration where both the spouses are in the employment of Govt./Govt. undertakings:**

Where both the spouse are in the employment of central government or state government or corporation or autonomous bodies or any other organisation which provide medical facilities/allow medical reimbursement of medical expenses, they shall submit declaration for claiming such benefits from the office of either spouse at the initial stage. However, this declaration can be changed with the prior approval of the competent authority.

**8. Medical facilities for Retired Employees as defined at clause 2 (iv) of Medical Attendance & Treatment Regulation:**

- (a) For indoor treatment it is same as given at Sr. No. 5 above.
- (b) For outdoor treatment subject to the ceiling of their eligible category at the time of his / her retirement on submission of a certificate that he / she has actually incurred expenditure on their outdoor treatment.
- (c) For ailment such as tuberculosis, cancer, joint replacement, heart disease, kidney failure and organ transplant etc., facilities of drawing advance upto 90% of estimated medical expenditure may be provided to the retired employees, but advance will directly be given to the empanelled hospital.

**9. Standing committee:**

The Vice-Chancellor shall constitute a standing committee including therein representatives of the Directorate General of Health Services, Govt. of India. The committee shall review the medical scheme periodically. The committee shall suggest improvement in the scheme including empanelment of hospitals from time to time and also other related matters including redressal of the grievances of the staff, if any, in connection with the scheme. The Vice-Chancellor on the advice of the standing committee shall also have the power to relax the provisions of this scheme in individual cases of hardship for reasons to be recorded in writing.

## **Annexure-I**

### **Cashless Empanelled Hospitals (as on 22.10.2012):**

- 1 Saroj Hospital & Heart Institute  
Plot No. 2, Institutional Area, Sector 14 Extension,  
Rohini, Near Madhuban Chowk,  
New Delhi-110085.
- 2 Rockland Hospital (03 Branches):
  - (i) Rockland Hospitals Limited  
B-33-34, Qutab Institutional Area,  
New Delhi-110016.
  - (ii) Rockland Hospitals Limited  
Plot No. 2, Sector-5, IMT,  
Manesar, Haryana.
  - (iii) Rockland Hospitals Limited  
Plot HAF-B, Sector-12, Dwarka,  
New Delhi.
- 3 Yashoda Superspeciality Hospital (02 Branches):
  - (i) Yashoda Superspeciality Hospital  
H-1, Kaushambi, Near Dabur Chowk,  
Ghaziabad.
  - (ii) Yashoda Superspeciality Hospital  
III-M, Nehru Nagar,  
Ghaziabad.

**Note:** The list can be modified at any time by the competent authority. For latest and updated position, please refer to our University Website [www.ipu.ac.in](http://www.ipu.ac.in) under the link of Accounts Branch.

## **Annexure-II**

### **Non-cashless Empanelled Hospitals (as on 22.10.2012):**

<b>S. No.</b>	<b>Name &amp; Address of Hospital</b>	<b>S. No.</b>	<b>Name &amp; Address of Hospital</b>
1	Kalra Hospital SRCNC Pvt. Ltd., Tulsi Dass Kalra Marg, Kirti Nagar, New Delhi-110015	2	Jeewan Mala Hospital Pvt. Ltd., 67/1, New Rohtak Road, New Delhi-110005.
3	Park Hospital, Meera Enclave, (Chowkandi), Near Keshopur Bus Depot Outer Ring Road, New Delhi-110018	4	M.G.S. Hospital Rohtak Road, West Punjabi Bagh, New Delhi-110026.
5	Sunil Hospital 15/199-200, Geetanjali Road, Malviya Nagar, New Delhi - 110017	6	Delhi Heart & Lung Institute 3 MM-II Panchkuian Road New Delhi-110055
7	RG Stone Urology & Laparoscopy Hospital, F-12, East of Kailash, New Delhi-110065.	8	Dr. Kapur's The Healing Touch Eye Centre, D-8 Vikas Puri, New Delhi-110018
9	Mohan Eye Institute 11-B, Ganga Ram Hospital Marg, New Delhi – 110 060.	10	Vinayak Hospital NH-1, Sector-27, Atta, NOIDA – 201301.
11	Jeewan Nursing Home & Hospital, 2-B Pusa Road, New Delhi-110005	12	Sanjeevan Medical Research Centre (P) Ltd., 24, Ansari Road, Darya Ganj, New Delhi-110002.
13	Dr. Bansal's Stone Urology & Laparoscopy Centre A-1, New Friends Colony, New Delhi - 110025.	14	Panchsheel Hospital Private Limited, C3/64A, Yamuna Vihar, Delhi-110053.
15	Ahooja Eye & Dental Institute 560/1. Dayanand Colony, New Railway Road, Gurgaon-122001	16	Goyal Eye Institute, 1/10, East Patel Nagar, New Delhi-110008.
17	Chaudhary Eye Centre & Laser Vision, 4802, Bharat Ram Road (Ansari Road), 24, Daryaganj, New Delhi- 110002.	18	Dr. Patnaik's Laser Eye Institute (DPLEI), C-2, Lajpat Nagar-III, New Delhi-110024
19	CENTRE FOR SIGHT B-5/24, Safdarjung Enclave, New Delhi - 110029	20	VISION EYE CENTRE 12/27, W. Patel Nagar, Near Arya Samaj Mandir, New Delhi – 110008.

21	Prakash Hospital D-12, 12A, 12B, Sec.-33, Noida-201301.	22	Batra Hospital & Medical Research Centre, 1, Tughlakabad Institutional Area, Mehrauli Badarpur Road, New Delhi-110062
23	Kukreja Hospital D-36, Acharya Niketan, Mayur Vihar, Phase-I, Delhi-110 091	24	Shri Ram Singh Hospital & Heart Institute, B-25-26, 26-A, Swaran Cinema Road, East Krishna Nagar, Delhi-110051.
25	Sumitra Hospital, A-119 A, Sector-35, NOIDA-201 301.	26	Mata Chanan Devi Hospital C-1, Janak Puri, New Delhi-110058.
27	BLK Super Speciality Hospital Pusa Road, New Delhi-110005	28	BENSUPS Hospital, Bensups Avenue, Sector-12, Dwarka, New Delhi-110075.
29	RLKC Hospital Metro Heart Institute, Pandav Nagar, Naraina Road, Opp. Shadi Pur Metro Station, New Delhi-110008.		

**Note:** The list can be modified at any time by the competent authority. For latest and updated position, please refer to our University Website [www.ipu.ac.in](http://www.ipu.ac.in) under the link of Accounts Branch.

**Diagnostic Centre / Pathology Lab (as on 22.10.2012):**

- 1 Dr. Anand's Imaging &  
Neurological Research Centre  
G-14, Preet Vihar, Vikas Marg,  
Karkarimor, Delhi-110092.
- 2 Dr. Lal Pathlabs Pvt. Ltd.  
8, West Avenue Road, Punjabi Bagh (W)  
New Delhi-110026.
- 3 Focus Imaging & Research Centre Pvt. Ltd.,  
C-10 Green Park Extension,  
New Delhi-110016.
- 4 Ganesh Diagnostic & Imaging Centre Pvt. Ltd.  
109, Pocket-A-1, Sector-8, Near Deepali Cowk,  
Opp. Bagga Link, New Delhi-110085.

**Note:** *The list can be modified at any time by the competent authority. For latest and updated position, please refer to our University Website [www.ipu.ac.in](http://www.ipu.ac.in) under the link of Accounts Branch.*



## **MOU FOR CASHLESS HOSPITALS**

### **AGREEMENT**

This agreement entered into at New Delhi on \_\_\_\_\_ ('Agreement') between **Guru Gobind Singh Indraprastha University**, represented by the Registrar and hereinafter referred to as 'University' and / or 'GGSIPU', which expression shall, unless repugnant to the context thereof, mean and include its successors and assignees of the **ONE PART and** \_\_\_\_\_, having its premises at \_\_\_\_\_, hereinafter referred to as '**Provider Hospital**' and / or '**Hospital**' which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assignees of the **OTHER PART**.

**WHEREAS**, The University has been established by Government of NCT of Delhi under the provisions of Guru Gobind Singh Indraprastha University Act, 1998 (with its Amendment in 1999) to facilitate and promote studies, research and extension work in emerging areas of higher education with focus on professional education;

**AND WHEREAS**, The University is desirous of formulating and extending a suitable package of medical benefits as part of welfare measure to its Teaching / Non-Teaching employees, their dependent(s) and their spouse;

**AND WHEREAS**, the Hospital is engaged in providing medical facilities and has expertise in the said field. The University has approached the Hospital to extend medical facilities and treatment to the Member(s) (as defined in this Agreement) and the Hospital has agreed for the same on the terms and conditions mutually agreed to between the parties and set forth in this Agreement.

### **NOW THEREFORE, THIS AGREEMENT WITNESSTH THAT-**

#### **0.1 Definitions –**

- (a) "**Medical Benefits**" – Means the reimbursement of hospitalization expenses admissible to the eligible employees and their dependents on production of Identity Card or any specific Card issued by the University. In case where Identity Card has not been issued, authorization letter will replace the Identity Card.
- (b) "**Members**" – Employees of the University along with their dependents who are eligible for the Medical Benefits.
- (c) "**Dependents**" – In case of a serving employee means: (i) the spouse of such employee, (ii) legitimate and unmarried / unemployed sons and / or daughters (upto

25 years of age); (iii) step sons / daughters (upto 25 years) who are residing with the University employee and are wholly dependent on the University employee; (iv) married daughters who have been divorced, abandoned or separated from their husbands and are residing with and are wholly dependent on the University employee, (v) father / mother / step father / step mother residing with and wholly dependent on the University employee, (vi) unmarried minor brother as well as unmarried, divorced, abandoned / separated from their husbands or widowed sisters residing with and wholly dependent on the employee, provided their parents are either not alive or are themselves wholly dependent on the University employees; (vii) parents and / or parents-in-law of female employees of the University, provided however that a formal declaration by the female employee will be required for availing the benefit.

- (d) “**Entitlement**” refers to the room charges along with the service tax, if any, which an employee is entitled to avail in case of hospitalization. As per prevailing norms on salary structure, the following entitlements are approved by the University:

General Ward :	Pay drawn in Pay Band upto Rs.13,950/-.
Semi-Pvt. Ward :	Pay drawn in Pay Band Rs.13,960/- to Rs.19,530/-
Private Ward :	Pay drawn in Pay Band Rs.19,540/- and above.

If the Member(s) on their own opt for a higher category than what he / she is entitled, the excess cost will be the responsibility of the Member(s), for which the member(s) will have to make prior arrangement with the Provider Hospital. The University's commitment will be restricted to the actual entitlement only.

## 0.2 PERIOD

This Agreement shall be in force initially for a period of one year and may be renewed further from time to time on such terms and conditions as may be mutually agreed.

## 0.3 EXTENT OF COVERAGE

- i) The Provider Hospital shall extend only in-patient hospitalization to the Members under this Agreement and claims will be settled directly by the University under ‘Direct Payment System’. For the ‘Out- Patient treatment’, the University employee shall take such treatment on the agreed rates on cash basis and the University shall not be responsible for any such medical expenditure on this account under ‘Direct Payment System’.

- ii) The Provider Hospital will extend services as per the rates prescribed in the Central Government Health Scheme (hereinafter referred as ‘CGHS’) for both **IPD & OPD** treatment.
- iii) If the Provider Hospital normally charges rates for various procedures which are lower than the rates given by CGHS, the reimbursement would be at the actual rates charged by the Provider Hospital.
- iv) The Provider Hospital shall ensure that each time a Member avails service envisaged in this Agreement, the expenses are regulated strictly with reference to the eligibility and monetary limits fixed with reference to the entitlements status of such Member.
- v) The Provider Hospital shall ensure that the benefits are made available to the Member(s) strictly as per terms of this Agreement and no benefits outside the terms of this agreement shall be allowed without prior approval, unless the same is essential for the recovery of member(s).
- vi) The University shall not be liable to make any payment on account of claims which are in the opinion of the University fraudulent or are a result of fabricated claims.

#### **0.4 OBLIGATIONS OF PROVIDER**

- i) The Provider Hospital shall ensure that all members are admitted and treated in the Provider Hospital on priority basis. Priority basis in this context means making available to the Member services like on-the-spot admission/ treatment, beds on an urgent basis and the like. In case there is no accommodation available either in the ward or in the operation theatre or the patient requires specialized treatment which is not available in the Hospital, the Provider Hospital shall make all attempts through its good offices to accommodate and admit the members to other University empanelled / Super-Specialty Hospital(s), subject to concurrence from the concerned Members and an intimation as to the cross reference shall be made to the University within 24 hours of such referral.
- ii) The Provider Hospital shall ensure that best and timely medical treatment / medical facility is extended to the Member(s) and provide best of services to them at all times.
- iii) It is mandatory for the Provider Hospital to maintain and adhere to the standards and quality of medical services as prescribed by Medical Council of India. The Provider Hospital represents that it has all the prescribed standards and shall maintain the same for the Member(s).
- iv) The University’s Medical Officer / designated Officer(s) shall have the right to visit the Provider Hospital to check the quality, standards, review and discuss treatment provided to the Members. During such visits and inquiries, the Provider Hospital shall extend full co-operation to the University officials including access to the

- Member(s) medical and billing records and make available the information they request about the patient for the purposes of their investigation / inspection.
- v) The Provider Hospital shall also arrange to obtain medicines, injections, disposable syringes etc. as prescribed by the doctors from an authorized chemist(s), druggist(s).
  - vi) The Provider Hospital shall make available to the Member(s), only in emergency cases, ambulance services on a priority basis for patients within the city/town limits, the cost of which will be part of the package.
  - vii) The Provider Hospital shall keep the Member(s) in the Hospital only for the required number of days of treatment and carry out only the required investigations. The University has the discretion to reject bills containing any item, which as per the University was unwarranted on the part of the Provider Hospital.
  - viii) The Provider Hospital agrees not take to any cash deposit or any deposit of any kind or advance from Member(s) who is / are to be given treatment by the Provider Hospital and shall strictly adhere to the understanding.
  - ix) The Provider Hospital shall strictly adhere to the agreed 'Operation Procedure' contained in the terms and conditions specified by CGHS and be bound by the same.
  - x) The Provider Hospital shall equip itself with qualified and experienced Doctors, Medical and Para-Medical staff, Nurses etc. and also all other infrastructure essential to maintain the desired quality and standard of treatment for the Member(s).
  - xi) The Provider Hospital shall not create separate charges on account of nursing, interest or interest free security deposit, diet charges, air conditioner/ cooler/ heater charges (including electricity charges) which in the opinion of University are included in the package.
  - xii) The Provider Hospital shall admit the patients only on production of a valid identity card with photograph of the Member(s), issued by the University. The Provider Hospital shall not demand any advance from the Member(s) and shall provide credit facilities to the concerned patient.
  - xiii) The Provider Hospital shall not charge more than two consultations in a day to a Member(s) from the attending specialist.
  - xiv) Before the final discharge of the Member(s), the discharge summary certificate documents and necessary bill shall be authenticated by the Member's signature.
  - xv) The drugs/ medicine supplied to the Member (s) to be consumed after discharge will not be part of the package.
  - xvi) In case the eligible accommodation is not available at the time of admission, the Member (s) will be admitted to lower category of accommodation. But, if the Member (s) is provided higher category accommodation at his / her own request the differential amount will be borne by the Member(s) and if accommodation is provided by the Provider Hospital in the event of non-availability of entitled accommodation,

- the differential amount will be borne by the Provider Hospital. As soon as the entitled accommodation is made available, the Member(s) should be shifted to the category of accommodation he/she is originally entitled to.
- xvii) The Provider Hospital will send all bills pertaining to the Members(s) to the University, for payment.

## **0.5 OBLIGATIONS OF THE GURU GOBIND SINGH INDRAAPRASTHA UNIVERSITY.**

The University shall ensure settlements of all bills raised by the Provider Hospital for indoor treatment within 45 days after the submission of the bills to the University; Provided however that no query on the bills or claim has been raised by the University. The University shall have no obligation as far as the payment of services availed by the Member(s) for outdoor treatment is concerned, and the Member(S) shall be liable to make payment directly to the Provider Hospital in this behalf.

## **0.6 GENERAL**

- i) The University shall not be responsible / liable in any manner whatsoever on account of negligence on the part of Provider Hospital or their doctors/consultants while giving treatment to the Member (s).
- ii) Any deviation/ modification of this Agreement by the parties hereto shall be effected with the written consent of both the parties.
- iii) In case of any doubts about the facilities entitlements etc. for the member(s) under this agreement, such cases shall be dealt under the provisions of CS (MA) Rules of the Government of India, amended from time to time.

## **0.7 TERMINATION**

The Agreement can be terminated by either party by giving 30 (thirty) days' prior notice without assigning any reason. Neither party shall have any claim for any compensation or damages or otherwise on this account from the other party.

The University may terminate this Agreement, if the Provider Hospital violates any of the terms and conditions of the Agreement. In case of such termination of this Agreement however, the Provider Hospital shall ensure that all admitted member(s) undergoing treatment at the time of termination are treated completely and discharged.

## **0.8 DISPUTE RESOLUTION**

The agreed rates and terms of the package are rates notified by CGHS from time to time and these will be part and parcel of this Agreement. In case of any dispute over the bills raised by the Provider Hospital, the issue will be referred to a three (3) member "Redress Committee" each representing the Registrar, Controller of Finance and the Hospital

Authority. The decision of the Committee will be binding on the Provider Hospital and the University.

In case of disputes unresolved through the “Redress Committee”, the Courts at Delhi alone will have the jurisdiction to adjudicate the dispute.

In witness whereof the parties hereto have signed this on the day, month and year first hereinabove written in the presence of:

Guru Gobind Singh Indraprastha University

Provider Hospital

Witnesses:

1.

2.

Witnesses:

1.

2.

## **MOU FOR NON-CASHLESS HOSPITALS**

### **AGREEMENT**

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**AND WHEREAS**, The University is desirous of formulating and extending a suitable package of medical benefits as part of welfare measure to its Teaching / Non-Teaching employees, their dependent(s) and their spouse;

**AND WHEREAS**, the Hospital is engaged in providing medical facilities and has expertise in the said field. The University has approached the Hospital to extend medical facilities and treatment to the Member(s) (as defined in this Agreement) and the Hospital has agreed for the same on the terms and conditions mutually agreed to between the parties and set forth in this Agreement.

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Identity Card has not been issued, authorization letter will replace the Identity Card.

- (b) **“Members”** – Employees of the University along with their dependents who are eligible for the Medical Benefits.
- (c) **“Dependents”** – In case of a serving employee means: (i) the spouse of such employee, (ii) legitimate and unmarried / unemployed sons and / or daughters (upto 25 years of age); (iii) step sons / daughters (upto 25 years) who are residing with the University employee and are wholly dependent on the University employee; (iv) married daughters who have been divorced, abandoned or separated from their husbands and are residing with and are wholly dependent on the University employee, (v) father / mother / step father / step mother residing with and wholly dependent on the University employee, (vi) unmarried minor brother as well as unmarried, divorced, abandoned / separated from their husbands or widowed sisters residing with and wholly dependent on the employee, provided their parents are either not alive or are themselves wholly dependent on the University employees; (vii) parents and / or parents-in-law of female employees of the University, provided however that a formal declaration by the female employee will be required for availing the benefit.
- (d) **“Entitlement”** refers to the room charges along with the service tax, if any, which an employee is entitled to avail in case of hospitalization. As per prevailing norms on salary structure, the following entitlements are approved by the University:
  - General Ward : Pay drawn in Pay Band upto Rs.13,950/-.
  - Semi-Pvt. Ward : Pay drawn in Pay Band Rs.13,960/- to Rs.19,530/-
  - Private Ward : Pay drawn in Pay Band Rs.19,540/- and above.

If the Member(s) on their own opt for a higher category than what he / she is entitled, the excess cost will be the responsibility of the Member(s), for which the member(s) will have to make prior arrangement with the Provider Hospital. The University's commitment will be restricted to the actual entitlement only.

## **0.2 PERIOD**

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## **0.3 EXTENT OF COVERAGE**

- (i) The Provider Hospital will extend services as per the rates prescribed in the Central Government Health Scheme (hereinafter referred as ‘CGHS’) for both **IPD & OPD treatment**.
- (ii) If the Provider Hospital normally charges rates for various procedures which are lower than the rates given by CGHS, the reimbursement would be at the actual rates charged by the Provider Hospital.
- (iii) The Provider Hospital shall ensure that each time a Member avails service envisaged in this Agreement, the expenses are regulated strictly with reference to the eligibility and monetary limits fixed with reference to the entitlements status of such Member.
- (iv) The Provider Hospital shall ensure that the benefits are made available to the Member(s) strictly as per terms of this Agreement and no benefits outside the terms of this agreement shall be allowed without prior approval, unless the same is essential for the recovery of member(s).
- (v) All the charges on account of availing indoor / outdoor treatment at Provider Hospital shall be borne by the employee and shall directly be paid by the employee. However, Provider Hospital shall verify all such claims on prescribed format of University. The University shall not be liable to make any payment on account of such claims from the Provider Hospital.

## **0.4 OBLIGATIONS OF PROVIDER**

- (i) The Provider Hospital shall ensure that all members are admitted and treated in the Provider Hospital on priority basis. Priority basis in this context means making available to the Member services like on-the-spot admission/ treatment, beds on an urgent basis and the like. In case there is no accommodation available either in the ward or in the operation theatre or the patient requires specialized treatment which is not available in the Hospital, the Provider Hospital shall make all attempts through its good offices to accommodate and admit the members to other

- University empanelled / Super-Specialty Hospital(s), subject to concurrence from the concerned Members and an intimation as to the cross reference shall be made to the University within 24 hours of such referral.
- (ii) The Provider Hospital shall ensure that best and timely medical treatment / medical facility is extended to the Member(s) and provides best of services to them at all times.
  - (iii) It is mandatory for the Provider Hospital to maintain and adhere to the standards and quality of medical services as prescribed by Medical Council of India. The Provider Hospital represents that it has all the prescribed standards and shall maintain the same for the Member(s).
  - (iv) The University's Medical Officer / designated Officer(s) shall have the right to visit the Provider Hospital to check the quality, standards, review and discuss treatment provided to the Members. During such visits and inquiries, the Provider Hospital shall extend full co-operation to the University officials including access to the Member(s) medical and billing records and make available the information they request about the patient for the purposes of their investigation / inspection.
  - (v) The Provider Hospital shall also arrange to obtain medicines, injections, disposable syringes etc. as prescribed by the doctors from an authorized chemist(s), druggist(s).
  - (vi) The Provider Hospital shall make available to the Member(s), only in emergency cases, ambulance services on a priority basis for patients within the city/town limits, the cost of which will be part of the package.
  - (vii) The Provider Hospital shall keep the Member(s) in the Hospital only for the required numbers of days of treatment and carry out only the required investigations. The University has the discretion to reject bills containing any item, which as per the University was unwarranted on the part of the Provider Hospital.
  - (viii) The Provider Hospital shall strictly adhere to the agreed 'Operation Procedure' contained in the terms and conditions specified by CGHS and be bound by the same.
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- (xii) The Provider Hospital shall not charge more than two consultations in a day to a Member(s) from the attending specialist.
- (xiii) The drugs/ medicine supplied to the Member (s) to be consumed after discharge will not be part of the package.
- (xiv) In case the eligible accommodation is not available at the time of admission, the Member (s) will be admitted to lower category of accommodation. But, if the Member (s) is provided higher category accommodation at his / her own request the differential amount will be borne by the Member(s).

## **0.5 GENERAL**

- (i) The University shall not be responsible / liable in any manner whatsoever on account of negligence on the part of Provider Hospital or their doctors/consultants while giving treatment to the Member (s).
- (ii) Any deviation/ modification of this Agreement by the parties hereto shall be effected with the written consent of both the parties.
- (iii) In case of any doubts about the facilities entitlements etc. for the member(s) under this agreement, such cases shall be dealt under the provisions of CS (MA) Rules of the Government of India, amended from time to time.

## **0.6 TERMINATION**

The Agreement can be terminated by either party by giving 30 (thirty) days' prior notice without assigning any reason. Neither party shall have any claim for any compensation or damages or otherwise on this account from the other party.

The University may terminate this Agreement, if the Provider Hospital violates any of the terms and conditions of the Agreement. In case of such termination of this Agreement however, the Provider Hospital shall ensure that all admitted member(s) undergoing treatment at the time of termination are treated completely and discharged.

## **0.7 DISPUTE RESOLUTION**

The agreed rates and terms of the package are rates notified by CGHS from time to time and these will be part and parcel of this Agreement.

In case of disputes, the Courts at Delhi alone will have the jurisdiction to adjudicate the dispute.

In witness whereof the parties hereto have signed this on the day, month and year first hereinabove written in the presence of:

**Guru Gobind Singh Indraprastha University**

**Provider Hospital**

Witnesses:

Witnesses:

2.

1.

3.

2.

## APPENDIX - XIII

### FORM OF APPLICATION FOR MEDICAL CLAIMS

**Med. 97**

**Form of application for claiming refund of medical expenses incurred in connection with medical attendance and /or treatment of Center Government servant and their families – for medical attendance / treatment taken both from an authorized medical attendant and a Hospital**

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

#### **I. Medical Attendance**

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

- (ii) Charges for Pathological, Bacteriological, Radiological or other similar tests undertaken during diagnosis indicating –
    - (a) the name of the hospital or laboratory where undertaken; and
    - (b) whether the tests were undertaken on the advice of the authorized medical attendant. If so, a certificate to that effect should be attached.....
  - (iii) Cost of medicines purchased from the market .....
- (Case memos and the essentiality certificates should be attached)

## **II. Hospital Treatment ---**

- Name of the hospital .....
- Charges for hospital treatment, indicating separately the charges for, --
- (i) Accommodation (State whether it was according to the status or pay of the Government servant and in cases where the accommodation is higher than the status of the Government servant, a certificate should be attached to the effect that the accommodation to which he was entitled was not available).....
  - (ii) Diet.....
  - (iii) Surgical operation of medical treatment or confinement.....
  - (iv) Pathological, bacteriological Radi - ological or other similar tests, - Indicating ----
    - (a) The name of the hospital or laboratory at which undertaken; and
    - (b) Whether undertaken on the advice of the medical officer in charge of the case at the hospital. If so, a certificate to that effect should be attached
  - (v) Medicines.....
  - (vi) Special medicines.....  
(Cash memos and the Essentiality Certificate should be attached)
  - (vii) Ordinary nursing .....

- (viii) Special nursing, i.e., nurses, specially engaged for the patient. State whether they are employed on the advice of the Medical Officer in charge of the case at the hospital or at the request of the Government servant or patient. In the former case a certificate from the Medical Officer in charge of the case and countersigned by the Medical Superintendent of the hospital should be attached.....
- (ix) Ambulance charges -----  
(State the journey --- to and fro ----- undertaken)
- (x) Any other charges, e.g., charges for electric light, fan, heater, air conditioning, etc. State also whether the facilities referred to are a part of the facilities normally provided to all patients and no choice was left to the patient.

Note 1. ----- If the treatment was received by the Government servant at his residence under Rule 7 of the CS (MA) Rules, 1944, give particulars of such treatment and attach a certificate from the Authorized Medical Attendance as required by these rules.

Note 2. ----- If the treatment was received at a hospital other than a Government hospital, necessary details and the certificate of the Authorized Medical Attendant that the requisite treatment was not available in any nearest Government hospital should be furnished.

### **III Consultation with Specialist -----**

Fee paid to Specialist or a Medical Officer other than the Authorized Medical Attendant, indicating -----

- (a) the name and designation of the Specialist or Medical Officer consulted and the hospital to which attached .....
- (b) number and dates of consultations and the fees charged for each consultation.
- (c) whether consultation was had at the hospital, at the consulting room of the Specialist or Medical Officer or at the residence of the Patient; and

(d) whether the Specialist or Medical Officer was consulted on the advice of the Authorized Medical Attendant and the prior approval of the Chief Administrative Medical Officer of the State was obtained. If so, a certificate to that should be attached.....

9.	Total amount claimed	.....	.....	Rs.
10.	Less advance taken on .....	.....	.....	Rs.
11.	Net amount claimed	.....	.....	Rs.
12.	List of enclosures .....	.....	.....	Rs.

#### **DECLARTAION TO BE SIGNED BY THE GOVERNMENT SERVANT**

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

Signature of the Government servant and  
Office to which attached

Date .....

#### **Med. 97 -A**

**Form of application for claiming refund of medical expenses incurred in connection with medical attendance/treatment of Central Government servants or their families for treatment in a Hospital**

Same as Med. 97 except that Item 8 contains the following two items only:-

##### **I. Hospital Treatment**

##### **II. Consultation with Specialist ----**

#### **Med. 97-B**

**Form of application for claiming refund of medical expenses incurred in connection with medical attendance and/or treatment of Central Government servants and their families ---- For Medical Attendance by Authorized Medical Attendant**

Same as Med. 97 except that Item 8 contains the following two items only:-

##### **I. Medical Attendance ----**

##### **II. Consultation with Specialist -----**

**Certificate 'B'**  
(To be completed in the case of patient who are admitted to hospital for treatment)

Certificate granted to Mrs./Mr./Miss ..... wife/son/daughter of Mr. ..... employed in  
the .....

**PART -A**

1. Dr. ..... hereby certify ---

- (a) that the patient was admitted to hospital on the advice of ..... (name of the Medical Officer)/on my advice;
- (b) that the patient has been under treatment at ..... and that the under mentioned medicines prescribed by me in this connection were essential for the recovery/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 substances of equal therapeutic value are available nor preparations which are primarily foods, toilets or disinfectants;

**Name of medicines**

Prince

- 1. ....
- 2. ....
- 3. ....
- 4. ....

- (c) that the injections administered were/were not for immunizing or prophylactic purposes;
- (d) that the patient is/was suffering from ..... and is/ was under treatment from ..... to .....;
- (e) that the X-ray, laboratory tests, etc., for which an expenditure of Rs. ..... was incurred were necessary and were undertaken on my advice at ..... (name of hospital or laboratory);

**ESSENTIALITY CERTIFICATES**

- (f) that I called on Dr. ..... For specialist consultation and that the necessary approval of the ..... (name of the Chief Administrative Medical Officer of the State) as required under the rules, was obtained.

Signature and Designation of the  
Medical Officer in charge of the  
Case of 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

**COUNTERSIGNED**  
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.

Place.....

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.

\* The 'minimum facilities certificate' may be signed either by the Medical Superintendent of the Hospital concerned or another Gazetted Medical Officer who has been authorized in this behalf by the Medical Superintendent.