



FTS/4091J

राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology, Rourkela

No.NITR/RG/ BOG-60/2018/ 0403

Dt.07.08.2018

Sub: Amendment of Medical Rules

The undersigned is directed to convey the decision of the BOG vide resolution No. BOG-60(2018)-15, dt.22.06.2018 as follows:

Registrar presented the deviation of the Medical Rule and BOG approved the proposal with the following modification:

“The patient (whether employee or a family member dependent on him) and his attendant (wherever recommended by the attending Doctor) will be entitled to travelling allowance plus daily allowance for the period of journey undertaken by rail as the entitled class or the lower class by which the journey is actually performed. The Director may consider refund of economy class air fare paid in individual cases on merit, provided he is satisfied that air travel was absolutely essential and that travel by another means, i.e., by rail or road, etc., would have definitely endangered the life of the patient”.

This issues with the approval of competent authority.

**Registrar and Secretary,
BOG, NIT Rourkela**

Copy to:

1. Dy. Registrar: ES
2. Asst. Registrar: (FA)/IA.
3. Establishment Section/ BOG file.
4. Secretary to Director.



Medical Attendance Rules

(Approved in 60th BOG meeting held on 22th June 2018)



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला

National Institute of Technology, Rourkela

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1.(a) These rules may be called "National Institute of Technology, Rourkela Medical Attendance Rules".

(b). These rules shall apply to "employee" as mentioned in Annexure-I, including "dependents" as mentioned in Annexure- II.

2. Definitions:

In these rules, unless context is otherwise required-

(a) "Authorized Medical Attendant" means.

(1) Medical Officer or visiting doctor/ Sr. Medical Officer working at Health Centre of NIT Rourkela.

(2) Doctor or Specialists of the referral Hospital.

(3) Government medical officer of the nearest Government Health facility (like Health Centre, Public Health Centre, Hospital, Medical College.

(b) "Board" means Board of Governors of NIT, Rourkela.

(c) "Competent Authority" means Director or Board of Governors as the case may be.

(d) "Institute" means National Institute of Technology, Rourkela.

(e) "Authorized Hospital" means and includes -

(i) Health Centre managed by the Institute.

(ii) Referral Hospital like Ispat General Hospital (IGH) Community Welfare Society Hospital (CWSH) or any other Hospital enlisted from time to time at Rourkela.

(iii) Referral Hospital outside Rourkela means a Hospital where a patient shall be referred to as per this policy. The Institute shall maintain a panel of reputed Hospitals for specified diseases as per Government of India norm or approved by Board of governors, NIT, Rourkela.

(iv) Approved Hospital and recognized Private Hospitals.

(f). "Treatment" means medication, surgery, diagnosis, medical procedure provided by an authorized hospital.

3. Medicines of reputed companies shall be dispensed by the designated authorized medicine store of the Institute. HOD (HC) will have authority to decide the brand in consultation with Doctor/Medical Officer of the Institute.

4. An employee/student cannot insist on specific medicine. Medicine prescribed by the Institute Doctor only will be made available.

5. In case of treatment outside Rourkela,



- a) Medical certificate for rest / fitness will be issued by Sr. Medical Officer / Medical Officer after verification of following documents
- i) Prescription or case history of the patient.
 - ii) Hospital/Dispensary registration, administration or discharge slips.
 - iii) Proof for medicine purchased by the employee.
 - iv) Investigation Reports and proof of payment.
 - v) Medical certificates for rest by Institute doctor shall not guarantee approval of medical leave by authorities.
- b) In case of any treatment taken by self or dependent outside Rourkela without referral, intimation of the treatment shall immediately be conveyed to the Institute within 48 hours of the admission/initiation of treatment and bills for such treatment shall be submitted within one month from discharge/completion of treatment. Submission for bills for such treatment will not be entertained after one month.
- c) Treatment in Rourkela other than at Government/approved Hospital without referral and approval of the Institute is not permitted.

06. Retired employees will be entitled to Outdoor consultation facility in the Institute Dispensary. S/he may visit specialists on referral by Institute Doctor/Medical Officer on payment of Rs.250/ per visit. Cost of medicine, hospitalization, diagnosis will be borne by her/him.

07. Post facto approval may be given to the employees on official tour/vacation/leave etc. on merit depending on the diagnosis/ treatment / hospitalization.

08. In case of any outdoor/indoor treatment availed during Official Duty medical bills will be reimbursed at actuals.

09. All referral cases recommended by Institute Medical Officer shall be in a format devised from time to time as per need.

10. Reimbursement of medical expenses:

i) An advance of Rs. 15,000/- (fifteen thousand only) may be sanctioned to the employee referred for treatment at out of stationed Hospitals, which will be treated as personal advance and adjusted against actual bills within one month from returning from referral hospitals. In case of indoor admission in the approved hospital, 90% (Ninety) of the estimate may be given as advance, if it is required by the approved hospital.

ii) Medicines prescribed by the NIT Medical Officers but not available at NIT Dispensary will be reimbursed on production of original vouchers/cash memo.

iii) Bill of referral Hospital at Rourkela or outside Rourkela will be considered for reimbursement if submitted within one month of discharge or treatment.

iv) The medical bills directly submitted by the referred Hospitals will be sent to Asst. Registrar/Dy. Registrar (F&A) for settlement as per rule.

11. Procedure for referral:



- i) Senior Medical Officer / Medical Officer is empowered to refer a patient to CWS/IGH and shall sign the letter to IGH/CWS Hospital for referrals at Rourkela.
- ii) HOD (Health Centre) may refer a patient to any Government Hospital / approved hospital including follow-up treatment. S/he may at her/his discretion refer any request of referral to Medical Advisory Board of NIT Rourkela for review.
- iii) For referral to private hospitals for patients other than referred by Treating Doctor of IGH/Govt. Hospital/AMAs, Medical Advisory Board of NIT Rourkela will review and may recommend for referral in suitable cases (particularly for cases where no specialist is available in respective Departments in IGH).
- iv) In emergency cases of serious life threatening situation or any other special situation, the Director may approve referral to any Hospital without waiting for Doctors' views.
- v) Normally patients will be referred to one of the approved hospitals. However, appropriate case Director may permit other private hospitals based on specialty of the Hospital.
- vi) Reimbursement of cost of treatment/diagnosis/hospitalization in private clinics and nursing homes is not admissible.
- vii) If a patient is found suffering from serious disease involving heart, kidney, liver, brain, cancer and undergoing treatment, the cost of treatment will be reimbursed even if he is not referred by the Institute.
- viii) The patient (whether employee or a family member dependent on him) and his attendant (wherever recommended by the attending Doctor) will be entitled to travelling allowance plus daily allowance for the period of journey undertaken by rail as the entitled class or the lower class by which the journey is actually performed. The Director may consider refund of economy class air fare paid in individual cases on merit, provided he is satisfied that air travel was absolutely essential and that travel by another means, i.e., by rail or road, etc., would have definitely endangered the life of the patient.
12. Ceiling on Reimbursement: The maximum ceiling of reimbursement for medical treatment of different diseases will be as per actuals. However, medical treatment without referrals will be governed by CGHS rates.
- Note: 1) Dental treatment will be permitted as per the Dental Procedures covered under CGHS.
Note: 2) Treatment for ophthalmic diseases including Cataract operation (The cost of power glass, contact lenses and any other device for vision correction is excluded from reimbursement).
Note:3) Treatment in which only vitamin/mineral supplement is prescribed is not reimbursable.
- Note:4) IVF treatment procedure will be permitted for 03 cycles at CGHS rate only in cases with:
- Clear evidence of failure of conventional treatment.
 - Women undergoing IVF treatment procedure is between 21 and 39 years.
 - Women is married and living with the husband.
 - Infertility where the couple has no living issue.



e) Prior approval of the Institute is obtained by the beneficiary.

13. Items not to be disbursed from the Institute Dispensary:

Following items will not be disbursed from the Institute Dispensary:

- i. Baby foods, Sanitary napkins, Diapers, Cosmetic & non allopathic preparations.
- ii. Vitamins/ Minerals (reimbursable only in case of pregnant women as per circular No.NITRJS-IIIMJ2014/37 dated 06/01/2014).
- iii. It is recommended to extend the facilities to disburse/reimburse vitamins/minerals in following specific cases at the discretion of Institute Medical Officers:
 - a. In case of osteoporosis and fracture (maximum up to 03 months).
 - b. Iron, folic acid/vitamins in anemia (where Hb level is less than 10 gm/dl).
- iv. Antioxidants /tonics /appetite stimulants/ probiotics/ ORS/ digestive enzyme preparations/carminatives/genito urinary wash/urine alkaliser/anti hemorrhoids preparation used locally.
- v. Hair vitalizes or hair tonic/cleansers/mouth wash/medicated tooth pastes.
- vi. Adjuvants/amino acid/protein supplements/health drinks/Cerebral activators/hepatobiliary preparations except in cases of hepatitis/ toxic liver damage etc.
- vii. Anti-obesity-drugs/topical-analgesics/spray/laxatives/purgatives/lubricants/suppository.
- viii. Vaccines (Except Tetanus toxoid, anti-rabies vaccines).
- ix. Adhesive plasters. Crep bandages & other surgical/orthopedics disposables.
- x. Gauge, Cotton & other dressing materials, antibacterials (Dettol/Savlon etc) & anti
- xi. Sloughing materials & other materials used for wound management will not be issued to OPD patients.
- xii. Disposable syringes will not be issued to OPD patients.
- xiii. Antiaging skin creams and cosmetic skin products.

14. List of approved / recognized Referral Hospitals:

NIT Rourkela may tie up with the following Hospitals and other Hospitals as approved from time to time by Board of Governors, NIT, Rourkela.

- i. Christian Medical College & Hospital (CMC), Vellore (Specialized treatment) [Approved]
- ii. Sankar Netralaya, Madras (Eye Specialized treatment) [Approved]
- iii. Apollo Hospital, Bhubaneswar, Hyderabad & Chennai
- iv. Escorts, New Delhi
- v. Narayan Hrudayalaya, Bangalore
- vi. Kalinga Hospital, Bhubaneswar [Approved]
- vii. Shanta Memorial Rehabilitation Centre, Bhubaneswar
- viii. JPM Rotary Eye Hospital, Cuttack (for Eye treatment)
- ix. BM Birla Heart Institute, Kolkata
- x. Rabindranath Tagore International Institute of Cardiac Sciences (RTIICS), Kolkata
- xi. AMRI, Kolkata
- xii. Dishan, Kolkata
- xiii. Charnak, Kolkata
- xiv. Apollo Gleneagles, Kolkata



- xv. Disha, Kolkata (for Eye treatment)
- xvi. Sushruta, Kolkata (for Eye treatment)
- xvii. Fortis, Kolkata (for Urology & Nephrology)
- xviii. Aditya Care, Bhubaneswar
- xix. AMRI, Bhubaneswar
- xx. LV Prasad Eye Institute, Bhubaneswar (for Eye treatment)
- xxi. KIMS, Bhubaneswar
- xxii. Sparsh, Bhubaneswar
- xxiii. Sara Gastro, Bhubaneswar
- xxiv. Shanti Memorial Hospital, Rourkela (GMO and Infertility)
- xxv. Ray Hospital & Test Tube Baby Centre, Rourkela (GMO and Infertility)
- xxvi. Rani Hospital, Ranchi (Paediatrics only)
- xxvii. Seven Hills, Visakhapatnam

The above list is not exhaustive; some more hospitals if felt necessary, may be added with the approval of the competent authority.

15. These rules may be modified from time to time with the approval of Director which will be subsequently put up to the Board of Governors for ratification.

16. Any eventuality not covered in these Rules shall be dealt in line within the provision of the CCS Medical Attendance Rules, GOI.

17. Economic measures:

- As far as possible the patient will be treated by the institute Doctors / Medical Officers at Rourkela. Referral cases will be made wherever there is requirement.
- All the medical bills will be processed as per institute rules and sanction of payment against approved expenditure as given in delegation of administrative power.

18. New Facilities: Medical Committee of the Institute in consultation with Medical Officer / Sr. Medical Officer of the Institute shall review and recommend for system, procedure, new facility if available new medical procedure for consideration and adoption by NIT, Rourkela.



ANNEXURE-I

For the purpose of these Rules employee means and includes:-

- (1) All regular employees of the institute, appointed against sanctioned posts.
- (2) All employees on lien to Institute provided s/he has relinquished her/his entitlement at the parent Institute/Organization.
- (3) Dependent family members of employees will be entitled to full medical benefits as extended to regular employees. However, employees of the Institute on lien/deputation/ EOL (for engagements on job assignments with remuneration or financial benefit) will not be provided medical facilities of the Institute. However, their family members if staying in the campus are entitled to consultation only by the institute Doctor/ Medical Officer/ Sr. Medical Officer.
- (4) Employees (including their dependents) of the Institute on EOL (other than for engagements on job assignments with remuneration or financial benefit) will be entitled to full medical benefits as extended to regular employees.
- (5) Employees appointed on contract/ tenure basis against sanctioned post and their dependent family members will be entitled to full medical facilities as applicable to regular employees of the institute.
- (6) All visiting faculty members / sponsored faculty form other intuitions and organizations/ contractual officers and their dependents will be entitled for treatment at NIT health center (Including medicine and diagnostic) and referral hospitals at Rourkela only.
- (7) Casual, Adhoc, Temporary employees, and employees not covered by above shall get free consultation only at the institute dispensary without medicines.
- (8) Project Staff, other temporary staff and their Dependents:
Project staff, other temporary staff and their dependents can avail free consultation in institute dispensary and no medicine or referral facility will be provided. However, medicine or referral cost may be reimbursed from project funds, if not explicitly forbidden.
- (9) Contract Laborers :
Contractual Laborers may avail free medical consultation facility in the institute dispensary for injuries or illness at the workplace. They may avail ESI medical facility through their employer/contractor.

ANNEXURE-II

Dependent Family members:-

'Dependent Family members' for the purpose of these Rules shall include employee's spouse, dependent son, parents, unmarried / divorced / abandoned / widowed sister, minor brothers, children, stepchildren, divorced/ separated/ widowed daughter subject to the following conditions:

| | | |
|----|----------|---|
| 1. | Son | - Till attaining the age of 25 years or getting married whichever is earlier. |
| 2. | Daughter | - Till starts earning or gets married irrespective of age limit. |
| 3. | Parents | - Wholly dependent on the employee whose income from all sources including pension not exceeding Rs.3500/- (Three thousand five hundred only) <i>plus</i> Dearness Relief if any per month or as per the Government of India guidelines as revised from time to time. However, declared family members by the employees as per their service record who are not dependent will be entitled for free checkup/consultation at Institute dispensary only. |
| 4. | Spouse | - Wife or Husband of the Employee. However, if both husband and wife are working in service/employment, the employee shall have the option of taking medical facility of NIT, Rourkela. - In case, the employee prefers to take medical benefit from the spouse's establishment, s/he shall submit a declaration to that effect and will not be covered under this Rule. |

Note:

- i) *Unemployed son / daughter suffering from any permanent disability of any kind (physical) or mental shall be treated as dependent irrespective of age.*
- ii) *The term 'children' will include children adopted legally.*
- iii) *A female employee will have the choice to include either her parents, or her parent-in-law for the purpose of availing of the benefit under these rules subject to income criteria prescribed for 'parents'. The option should be exercised by the female employee immediately after her marriage. She can change her option only once during the entire period of her service.*


कुलसचिव
Registrar
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