

आधिकारिक घोषणा/ NOTIFICATION

In pursuance of the provisions of the *Central Sanskrit University Act, 2020* and with the approval of the Hon'ble Visitor, the Ordinance No. 6 – Medical Attendance Rules of the Central Sanskrit University (CSU), Delhi, has been published in the *Gazette of India*. Accordingly, with the approval of the Competent Authority of the Central Sanskrit University, Delhi, it is hereby notifies the operation of the University's Medical Scheme as per the said Ordinance, with immediate effect.

These Medical Attendance Rules supersede all previous medical rules, circulars, and administrative instructions. The provisions of these Rules are primarily drawn from the *Central Services (Medical Attendance) Rules*, as amended from time to time, and shall automatically extend to the employees of the Central Sanskrit University.

**1. Applicability:** The Medical Attendance Rules, under this Ordinance, shall apply to:

- Serving employees of CSU (regular),
- Persons appointed on deputation or contract basis against permanent or tenure posts, and
- Retired personnel of the CSU, subject to registration under the scheme and payment of the prescribed medical contribution.

**2. Contribution and Coverage: -**

**(a) Serving Employees:** Serving employees and their dependent family members (as approved in their service book) shall be admitted to the CSU Medical Scheme on payment of a monthly contribution based on the pay drawn by the concerned employees. The rate of contribution shall be at par with those prescribed under the Central Government Health Scheme (CGHS) from time to time.

**(b) Retired Personnel:** Retired employees who wish to avail medical facilities under these Rules may do so by paying the prescribed contribution either on a yearly basis, or a one-time payment (equivalent to 10 years' contribution) for lifetime validity for covering themselves and their dependent family members (as declared by them and approved as per Para 5 of this Notification).

- The rates of contribution are as follows: -

Pay Matrix Level	Serving Employees	Retired Personnel	
	Monthly Subscription	Yearly Contribution	One Time (10 yrs. Contribution for whole life validity)
1-5	Rs. 250/-	Rs. 3,000/-	Rs. 30,000/-
6	Rs. 450/-	Rs. 5,400/-	Rs. 54,000/-
7-11	Rs. 650/-	Rs. 7,800/-	Rs. 78,000/-
12 and above	Rs. 1000/-	Rs. 12,000/-	Rs. 1,20,000/-

The monthly/annual/one-time contributions shall be revised automatically following the Government of India's orders as applicable.

The monthly subscription in respect of serving employees shall be deducted from their monthly salary of February 2026 onwards. Those who wish to avail medical facilities from the institution or organization where their spouse is employed must submit a joint declaration to the authorities specifying who will claim reimbursement for medical expenses of the spouse and children; this declaration shall remain valid until revised in writing by both parties, for example, in the event of promotion, transfer, or resignation.

Retired employees who wish to avail medical facilities from CSU may either pay an annual contribution or make a one-time payment for lifetime validity. The medical contribution should be deposited in CSU's Headquarters Office account: -

Name of the Beneficiary: <b>Central Sanskrit University, New Delhi</b>	Account Number: <b>10469781338</b>	STATE BANK OF INDIA Delhi Cantt, New Delhi - 110046 IFSC: <b>SBIN0000733</b>
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After making the payment, retirees must inform the Headquarters Office either by e-mail or in person, alongwith proof of payment.

The annual contribution by retired personnel shall be renewed every year before the expiry of the validity period. However, any delay due to unavoidable circumstances may be condoned for a maximum period of two months from the date of expiry of the previous period.

### **3. Reimbursement of Medical Claims: -**

- The reimbursement of medical expenses shall be strictly in accordance with the provisions of the *Central Services (Medical Attendance) Rules* and *CGHS Rules*, as amended from time to time.
- The Medical Claims of Retired Personnels submitted at HQ Office or the Nearest Campuses will be reviewed and settled at HQ Office or the Nearest Campuses (as the case may be).

**4. Standard Operating Procedures:** For smooth implementation of these Rules, the University has framed Standard Operating Procedures (SOPs), Instructions for Employees, Forms and Annexures for reimbursement of medical claims for both serving and retired personnel. The following documents are available on the University's website. *The link for the same is given below:*

<https://www.sanskrit.nic.in/medical.php>

**5. Documents to be Submitted by Serving Employees:** Serving employees shall submit the following documents to the concerned Campus Director or Registrar (HQ Office) as the case may be **on or before 31.01.2026**:

- Option Form for availing Medical Facility from CSU (Form-1).
- Application form for opting out of medical facilities from CSU's Office (Form-9).
- Declaration of Family Members (Form-8).
- Application for issue of Medical Identity Card (Form-2).

Upon submission of the above documents, the monthly contribution shall commence through salary deduction from the month of February, 2026, and the employee shall become eligible for reimbursement of medical expenses in accordance with these Rules. The AMA appointment shall take effect only after approval by the Competent Authority, based on recommendations of the duly constituted Central Standing Medical Committee.

**6. Documents to be Submitted by Retired Personnel:** Retired personnel shall submit the following documents to the concerned Nearest Campus Director or Registrar (CSU), at the earliest:

- i. Option Form for availing medical facility, duly indicating details of yearly/one-time contribution remitted to CSU's account (Form-3).
- ii. Declaration of Family Members (Form-8).
- iii. Application for Medical Identity Card (Form-4).
- iv. Form indicating the chosen Campus/HQ Office for submission of medical claims (Form-4).
- In case a beneficiary after retirement settled down in a place, other than his last place of posting, he/ she may submit his/her medical claims to the Director of nearest campus/ office. However, the retired personnel shall opt one campus for settlement and submission of all medical-related matters, and any change in the opted campus shall be permitted only with the approval of the Competent Authority.

**7. Appointment of Authorized Medical Attendant (AMA):** All serving and retired employees shall apply afresh for appointment of their Authorised Medical Attendant (AMA) from the empanelled list approved by the University. Any request for exemption for appointing an AMA outside the approved panel shall be considered by the Competent Authority only on a justified representation made by the concerned serving employee or retired personnel.

#### **8. Reimbursement Conditions**

- Reimbursement of Medical Bills shall be admissible to serving employees, subject to submission of all requisite documents as mentioned at para no. 5, latest by 31.01.2026.
- Reimbursement of medical bills shall be admissible to the retired personnel only from the first day of the month following the month in which the remittance of the subscription amount is made by the prospective beneficiary and duly intimated to the University. In case of delayed receipt of the annual subscription, claims pertaining to the intervening period shall not be entertained.
- Claims shall not be entertained unless all required documents are duly submitted and contributions are made.
- Mere submission of an AMA's name does not confer any right on the beneficiary for claiming medical reimbursement on reference of the proposed AMA, without formal approval by the Competent Authority.

**9.** No reimbursement shall be admissible for any medical treatment taken abroad under these facilities. However, in cases of deputation/official duties assigned by the Competent Authority, medical bills shall be reimbursed in accordance with CGHS/CS (MA) Rules, subject to prior approval of the Competent Authority.

**10. Centralized online Subscription:** Regarding the subscription process, a centralized online system will be adopted at the HQ Office to ensure full compliance with the prescribed rules. Through this online mode, the subscription process will be simple, transparent, and smoothly conducted, and effective as well as uniform disposal of all related matters will be ensured.

**11. Help Desk:** To assist retired personnel and family dependents in submitting medical claims, Help Desk contact details shall be notified separately for each Campus and HQ Office. Further, a dedicated web portal will be made operational for the online submission

of claims in due course of time. This will facilitate pre-verification and help minimize errors, thereby reducing the overall processing time.

**12. Prevention of Fraudulent Practices:** Medical claims shall be processed and sanctioned strictly in accordance with the provisions of the CS(MA) Rules and the CGHS guidelines. Submission of any fraudulent or forged medical claim by any beneficiary shall be construed as financial fraud and a criminal offence. If any Medical Reimbursement Claim is found to be fraudulent, penal and disciplinary action shall be initiated against the concerned individual as per the CCS (Conduct) Rules, CCS (CCA) Rules, and CCS (Pension) Rules, as applicable, including legal action & criminal charges. Such persons shall be kept out of the CSU Medical Scheme, including debarment.

Further, in cases where the beneficiary is found guilty by the duly constituted Committee, medical benefits shall be suspended for a period of two to three years, as the case may be. In instances of repeated offences, medical benefits shall be permanently withdrawn and disciplinary action shall be initiated as per the CCS (CCA) Rules. Additionally, a half-yearly or yearly audit shall be conducted by an internal or external committee/agency to ensure financial transparency and compliance.

**13.** In case a retired beneficiary opts out of the CSU Medical Scheme due to any reason, the subscription already made will not be refunded.

**14. Residual Provisions:** In all matters not specifically covered under these Rules, the provisions of the *Central Services (Medical Attendance) Rules* and rules/guidelines governing CGHS beneficiaries, as amended from time to time, shall apply *mutatis mutandis* to CSU employees. The decision of the Competent Authority is final in such matters.

This issues with the approval of the Competent Authority.

Encl.: As above



[प्रो. र. ग. मुरली कृष्ण]  
[Prof. R. G. Murali Krishna]  
कुलसचिव (प्रभारी)  
Registrar (In-Charge)

Copy to:

1. PS to VC for kind information to Hon'ble Vice Chancellor, CSU, Delhi
2. The Directors of all Campuses/Centers with the request to circulate this notification to all the serving employees & Retired employees from their campus.
3. Finance Officer, for further necessary action.
4. All Sectional Head of HQ's Office.
5. All Serving Employees and Retired Personnel of CSU (through Samarth/Registered Email).
6. Project Officer for uploading in the CSU's website.
7. Deputy Director (Admin), CSU, New Delhi.
8. Notice Board
9. Guard File