



Guidelines/Instructions for Employees and Retired Persons of Central Sanskrit University, to register themselves for availing medical facilities under the Medical Attendance Rules of the University: -

(a) Family

- “Family” means spouse, dependent parents or parents-in-law and children etc., as prescribed in the CS (MA) Rules from time to time. On a broader perspective, the term ‘Family’ as per CS (MA) Rules, 1944 shall mean a Government Servant’s wife or husband, as the case may be, and parents or parents-in-law, sisters, widowed sisters, widowed daughters, minor brothers, children, stepchildren, divorced/ separated daughters and stepmother wholly dependent upon the Government Servant and are normally residing with the Government servant.
- The Age Limit of dependent family members are as follows: -

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|--|--|
| Son | Till he starts earning or attains the age of 25 years or gets married, whichever is earlier. |
| Daughter | Till she starts earning or gets married, irrespective of age limit whichever is earlier |
| Son suffering from any permanent disability* of any kind (physical or mental) | Irrespective of age limit |
| Dependent divorced/ abandoned or separated from their husband/ widowed daughters and dependent unmarried/ divorced/ abandoned or separated from their husband/ widowed sisters | Irrespective of age limit |
| Minor Brother(s) | Up to the age of becoming a major |
| Permanently disabled dependent brother | Irrespective of age limit |

**Disability means blindness, low vision, leprosy-cured, hearing impairment, locomotor disability, mental retardation, mental illness.*

- The term ‘children’ will include children adopted legally. It will also include children taken as wards by the Government servant under the “Guardians and Wards Act, 1890”, provided such a ward lives with the Government servant and is treated as a member of the family and provided the government servant through a special will, has given such a ward the same status as that of a natural born child.
- The term ‘wife’ includes more than one wife i.e. more than one wife of an employee can be registered under the scheme if the marriages are not in contravention of: -
 - Central Civil Services (Conduct) Rules, 1964.
 - Administrative Orders issued by the Ministry of Home Affairs vide their O.M. No. 290/59-Estt dated 16.10.1954.
 - The legislation restricting plural marriages.

- A judicially separated wife of a Central Government Servant (whether she is receiving maintenance allowance or not) would be entitled to the medical concession admissible under the relevant medical attendance rules.

(b) When spouse is employed in Central/ State Government/PSU/Autonomous Bodies/Private Organization:- The husband or wife of the Government servant, as the case may be, employed in a Central/ State Govt./PSU/ Autonomous Bodies/ Defence/ Railway Services/ Corporation/ Bodies wholly or partly finances by Central or State Government and private organizations, which provide medical services would be entitled to choose either the facilities under the Medical Attendance Rules of Central Sanskrit University or the medical facilities provided by the organization in which he/she is employed. For this purpose, they should furnish to their respective authorities a joint declaration as to who will prefer the claim for reimbursement of medical expenses incurred on the medical attendance and treatment in respect of wife/ husband and the children (**Form 9**). This declaration shall remain in force till such time as it is revised on the express request in writing by both the husband and the wife, e.g., in the event of promotion, transfer, resignation, etc., of either of the two.

| Form No. | Type of Form | To be filled and submitted by |
|---------------|---|---|
| Form-9 | Application form for opting out of Medical Facilities from CSU's Office | Serving Employees/ Retired Persons |

(c) In cases where both the husband and wife are employees of the Department, the payment of contribution will be regulated as under:

- i. The contributions shall be recovered from only one of them (wife or husband) whose pay is higher. The husband and wife shall send a joint declaration to the Finance Section of Concerned office/campus, Central Sanskrit University giving relevant details in this regard.
- ii. The persons from whose pay-bill the contribution is recovered shall be regarded as the prime beneficiary, and will be eligible to register his/her parents.
- iii. In cases where the pay of the husband and wife is equal, the contribution shall be recovered from the husband who will be eligible to register his parents. If the wife wishes to register her parents, who are otherwise eligible a separate contribution shall be payable by her on the basis of her pay.
- iv. If the wife is paying the contribution and the husband) wishes to register his parents, who are otherwise eligible, he will have to pay an additional contribution based on his pay.
- v. In cases where the husband or wife draws higher pay alternately, contributions shall be recovered from the husband in all such months. The husband shall be regarded as the prime beneficiary and shall be eligible to register his parents, even if his pay is lower during certain months. Alternatively, the official(s) may submit a Joint Declaration/Communication expressing their preference.

d) Dependency and Income Criteria: -

- Every government employee should immediately after his/her marriage give a declaration as to whether she should like to include his/her parents or parents-in-laws for the purpose of availing of the benefits of medical concessions under reimbursement scheme. **He/She can change her option only once during the entire period of her service.** Even after marriage to other government servants, the government servants would be free to choose either his/her parents or parents-in-laws as "family" for purposes of availing of medical benefits under CS (MA) Rules.

- The income limit for dependency for the purpose of providing medical attendance facility is **Rs. 9000/- plus the amount of Dearness Relief as on the date of consideration**. For reckoning the income of the parent, the pension originally sanctioned should be taken into account for determining the entitlement and coverage and not the pension after commutation.

e) Authorized Medical Attendant (AMA) and Empanelment of Hospitals: -

- **"Authorized Medical Attendant (A.M.A.)"** means any qualified and registered medical practitioner possessing recognized medical qualification not below M.B.B.S. in Allopathic system or its equivalent in Homeopathic and Indian system of medicines and approved by the Competent Authority of this University"
- The University shall prepare a panel of AMAs and Hospitals/ Diagnostic Centres across different parts/ localities where the offices (HQ/ Campuses) of the University are located and beneficiaries usually resides, in such a way that all the employees/retired personnel and their dependents avail themselves of the medical facilities.
- The beneficiaries may refer the list of AMAs and State Government/Central Government Hospitals or Hospital/ Diagnostic Centres published on University's main website and Campus website and avail the medical treatment from such AMAs and Hospital/ Diagnostic Centres only.
- In case sufficient AMAs and State Government/Central Government Hospitals or Empanelled Hospital/ Diagnostic Centres are not available for employees and retired personnel at a particular location, the University may invite applications from such employees & retired personnel for nomination and preparing a panel of AMAs and Hospital/ Diagnostic Centres. For this, beneficiaries should regularly visit the University's website.
- 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.

f) Registration for availing Medical Facilities: -

- The admission to the Medical Attendance Scheme of CSU shall be on payment of contribution which will be on the basis of pay being drawn by employees and it should be at par with the rates being charged by CGHS by the Central Government Employees. (Clause 3 of Medical Attendance Rules of CSU may be referred). **These subscription rates will be subject to revision by the Govt. of India from time to time.**
- 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/- |

- Retired personnel who want to avail medical facilities under these rules can make contribution either on yearly basis or one time (10 years) contribution for whole life validity.

- 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.
- 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:-

| | |
|---|--|
| Account Number: 10469781338 | STATE BANK OF INDIA Delhi Cantt, New Delhi - 110046 IFSC: SBIN0000733 |
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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.
- The Beneficiaries are required to fill and submit the following option and application forms for availing Medical Facility and issue of Medical ID Cards: -

| Form No. | Type of Form | To be filled and submitted by |
|-----------------|---|--------------------------------------|
| Form-1 | Option Form for In-Service Employees availing Medical Facilities under Medical Attendance Rules of the University | In-Service Employees |
| Form-2 | Application Form for Issue of Medical Identity Card for In-Service Employees | |
| Form-3 | Option Form for Retired Employees availing Medical Facilities under Medical Attendance Rules of the University | Retired Persons |
| Form-4 | Application Form for Issue of Medical Identity Card for Retired Employees | |

- Employees posted in Campuses and those retired from the Campuses should submit their application to the Director of the respective concerned campuses, who will verify details made in the concerned form submitted.
- Employees posted in HQ Office and those retired from the HQ Office should submit their application to the Registrar/Deputy Director (Admn.) at HQ Office who will verify details made in the concerned form submitted.
- In case a beneficiary after retirement settled down in a place, other than his last place of posting, he/ she may submit his application along with the medical contribution to the Director/Deputy Director of concerned campus/ office.

g) Issue of Medical Identity Cards: -

- The Medical Identity Cards of In-Service Employees shall be issued online (through Samarth Module) with unique QR Code after submission of requisite **Option Form (Form-1)** and Application Form for Issue of Medical ID Card **(Form-2)** in the respective HQ Office or Campuses (as the case maybe).

- The Medical Identity Cards of Retired Personnel shall be issued by the HQ Office after submission of requisite **Option Form (Form-3)** and Application Form for Issue of Medical ID Card (**Form-4**) in the HQ Office/respective Campus.
- The Medical ID Card shall be issued only after verification of relevant forms (in prescribed proforma) and information by the Administration Section of concerned Office (HQ or Campus).
- In case of loss of the Medical Identity Card, a duplicate card shall be issued upon submission of a valid reason and payment of a fee of Rs. 200/-.
- The retired persons may collect their Medical ID Cards from the HQ Office or Campus. However, the University may send the Medical ID Card of those retired persons by speed post, who are living far or in a remote location.
- The validity of Medical Identity Cards shall be as follows: -
 - **In-Service Employees:** Valid for 5 years.
 - **Retired Personnel:** Valid for 1 year or lifetime, depending on their contributions as per the University's Medical Attendance Rules

h) Submission of Medical Claims and Reimbursement thereof: -

- The In-service employee will submit their medical claims (OPD/IPD/ Prolonged/ Special Disease) in their present place of posting. Retired persons shall also submit their medical claims (OPD/IPD/ Prolonged/ Special Disease) to the office (HQ or Concerned Campus).
- 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.
- All OPD medical bills of In-service Employees and Retired Persons up to the limit of Rs. 30,000/- shall be settled at the Campus Level itself. However, all OPD Medical Claims exceeding Rs. 30,000/- per employee in a financial year (at the Campus level) will be forwarded to the HQ Office for review and approval.
- All In-patient (IPD)/ Prolonged/ Special Disease Medical Claims will be settled at Campus or HQ Level as per the Delegation of Financial Power Rule of CSU, Delhi.
- The beneficiary must submit their medical reimbursement claims in the prescribed proforma only. **Claims submitted in proforma other than the prescribed one shall not be considered.** The beneficiaries are required to submit their claims in following proforma/ forms which are also available on University's website: -

| Form No. | Type of Forms |
|-----------------|---|
| Form-5 | Medical Reimbursement Claims Form [for medical treatment availed from AMA/ in IPD or Emergency/in Special Disease/ under Prolonged Treatment] |
| Form-6 | Essentiality Certificate-A [to be completed and submitted in case of patients who are not admitted in Hospital for treatment] |
| Form-7 | Essentiality Certificate-B [to be completed and submitted in case of patients who are admitted in Hospital for treatment] |
| Form-8 | Declaration of Family Members for Medical Facility |

- "Medical Treatment" means the use of all Medical and Surgical facilities available to private individual at the hospital in which the patient is treated as an indoor or outdoor patient as well as supply of drugs prescribed by the A.M.A./Specialist who considers them to be essential for the recovery or prevention of deterioration in the condition of the patient. In the case of Female Government Servants, 'treatment' includes confinement as it does in the case of members of Government servant's families.
- In case of OPD, the treatment must be availed only from the AMAs approved by the Central Sanskrit University, Delhi. **The bills/cash memos of the prescription, investigations and medicines will not be reimbursed by the University, if the name of the AMA is not approved by the University.** The OPD treatment may also be availed at State Government/Central Government Hospitals/ Approved Hospitals empaneled by the Central Sanskrit University or as defined under CGHS/CS (MA) Rules. A list of such hospitals will be made available on University's website.
- In case of IPD, the treatment must be availed only from the State Government/Central Government Hospitals/ Approved Hospitals empaneled by Central Sanskrit University or as defined under CGHS/CS (MA) Rules. However, for treatment in hospital approved by the University, the reimbursement would be subject to limits of admissible charges/ package rates approved by the Govt. of India from time to time for CGHS beneficiaries.
- In case inpatient (IPD) treatment is availed at a hospital not listed under the CGHS/CS(MA) Rules or a University Empanelled Hospital, the medical bills will be settled in strict accordance with the provisions of the CS(MA) Rules or CGHS Guidelines. In such cases, prior approval must be obtained from the Competent Authority before availing treatment, except in emergency cases.
- In case of IPD Treatment in Indian, Unani and Homeopathic System of Medicine, prior authorization/permission is required for availing IPD Treatment at empanelled AYUSH Hospitals/ Centres empanelled by university or as defined under CGHS/ CS (MA) Rules.
- Reimbursement claims bill(s) after their verification from the concerned doctors of the hospital along with legibly filled **Essentiality Certificate 'A' [Form-6]** for OPD treatments and/**Essentiality Certificate 'B' [Form-7]** for Hospitalization expenses ought to be submitted by the beneficiaries directly to the HQ Office/ Campuses in which the beneficiaries are employed or retired.
- Employees are required to submit every year a duly filled-in **Declaration of Family Members for Availing Medical Facilities** in the prescribed **Form-8**. Any change in family particulars must be immediately reported to the office, and a fresh declaration shall be submitted accordingly.
- Retired employees must submit their medical claims (OPD/IPD/Prolonged) directly to the HQ Office or the Nearest Concerned Campus. Reimbursement will be processed by the HQ Office or the respective Campus, as applicable.
- However, if a retired employee has settled in a city other than his last place of posting, he/ she may submit medical claims for duly forward it to HQ office either to the campus located in his/her city of settlement or to the campus nearest to their settlement.
- The reimbursement will be as per CS (MA)/ CGHS/ AIIMS approved rates. All extra charges other than the CS (MA)/CGHS/ AIIMS approved rate list will be borne by the incumbent/beneficiary.

- In case of IPD Treatment, at the time of leaving the hospital after treatment, please get the hospital bill and receipts, discharge summary, vouchers, Essentiality Certificate, etc., duly signed or countersigned by the medical officer in charge of the patient in the hospital, as the case may be, for the purpose of claiming reimbursement of expenses incurred.
- Prefer your claims for refund of medical expenses incurred in the relevant Medical Reimbursement Claim form **[Form-5]**, giving full particulars called for therein and also attaching all the certificates required to be produced under the rules. This will avoid as far as possible any delay in settling your claims.
- All Claims for reimbursement of medical expenses incurred by the University employees and retired persons on medical attendance and/ or treatment for themselves and their families should be preferred on the standard form. **Claims preferred on other than prescribed forms shall be rejected.**
- Medicine should be issued up to **03-months** in case of beneficiaries undergoing treatment **for chronic illness only**. In case of beneficiaries visiting a foreign country, medicines up to 06-months are issued in respect of chronic illnesses, based on valid prescription and documentary support of visit to a foreign country as per Rules. The beneficiary should also submit copy of investigation/ lab reports along with a certification from the treating physician that the illness is chronic and requires lifelong medication (**This condition is mandatory**).
- The claim should be **submitted within the stipulated time limit of 6 months from the date of completion of the treatment**. The time limit of six months should be strictly adhered to and the claims not preferred within six months shall be rejected.
- 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.
- The request for condonation of delay in preferring the final reimbursement claims may be submitted to Vice-Chancellor, CSU, Delhi. However, the condonation of delay in preferring the claims should not be considered as a routine matter.
- If a situation may arise for which no solution may be readily available, or some areas might have remained uncovered or there may arise some doubt on the interpretation of any of these rules. In such cases/situations, the provisions of Central Services (Medical Attendance) Rules 1944 and the instructions issued by the Government of India, Ministry of Education, Ministry of Health and Family Welfare and the University Grants Commission, shall be followed.
- Some patients may require additional facilities/ procedures, which are admissible depending upon the medical requirements as advised by the treating doctors/specialists, with proper justification. Therefore, it is not possible to indicate a comprehensive list of items, which are not admissible. However, the following items are not admissible for the purpose of reimbursement under: -
 - Telephone charges
 - Toiletries
 - Sanitary napkins
 - Talcum powder & Cosmetics
 - Mouth fresheners
 - Ayurvedic preparation prescribed by allopathic doctors
- The claimant for the purpose of reimbursement of medical expenses under CSU's Medical Attendance Rules, should purchase drugs and medicines from all

Chemists/Druggists license under the Drugs and Cosmetics Act and Rules framed there under for the purpose. The cash memos for purchase of medicines must be computer generated/ printed with GST Number. **Handwritten Medicine Cash Memos shall not be accepted.**

- The Authorized Medical Attendant should prescribe such quantities of medicines as are necessary and sufficient for treatment of the disease within a period of ten days from the commencement of treatment. Ordinarily medicines should be prescribed in the instance, for the prescribed period only so as to watch the effect and avoid excess purchase of medicines. To ensure that medicines may not go waste, Authorized Medical Attendants should strictly follow and not prescribe medicines for more than three or four days at a stretch in the very beginning of the treatment.
- **Efforts may be made by the beneficiaries to purchase medicines from authorized Chemist/Druggists selling medicines at discounted rates.** The beneficiaries are highly encouraged to purchase medicines from PM Jan Aushadhi Kendra where the generic medicines are available at lesser prices but are equivalent to more expensive and branded drugs in both quality and efficacy.

i) **Indoor Hospital Treatment:** -

- In case of Indoor Hospital Treatment, the reimbursement shall be subject to production of following documents: -
 - Discharge Summary (Copy or in original)
 - Original Bill of Hospitalization with clear details of Name of Patient, Date of Admission, Date of Discharge, Bifurcation of expenditure incurred on various medical facilities viz. Room Rent, Laboratory, Medicines, Procedures, Surgery etc.,
 - Essentiality Certificate **[Certificate-B] (Form-7)** duly signed by Treating Doctor/ Medical Superintendent of the hospital.
 - Invoice (in original) needed in case of implants/devices specifying batch number and specifications of the device/implant.
 - Cash Receipt/ Cash Memo (in original) issued by the Hospital/ Chemist/ Diagnostic Centre
 - All the employees must enclose the Certificate 'B' duly completed and attested by the Hospital.
- In case of Indoor Hospital Treatment in which below surgeries (but not limited to) are performed, the reimbursement shall be subject to production of following additional documents: -
 - (1) **In case of Cataract Surgery with Intra Ocular Lens (IOL) Claims:**
 - Original Sticker of IOL with batch number of IOL, duly signed and stamped by the surgeon of treating hospital
 - Discharge summary/ prescription to mention the Type of IOL (Hydrophobic Foldable/ Hydrophilic Acrylic/ Scleral Fixated/ PMMA (AC/PC) used
 - Type of Cataract surgery done
 - **Reimbursement of LASIK Surgery and INTACS Rings is not recommended.** However, therapeutic and bandage contact lenses for Keratoconus of Cornea Ulcers can be considered on case-to-case basis.

(2) For Cardiovascular Stent: -

- Outer pouch of the stent with sticker on it with batch no and other detail.
- Invoice of the stent from the private empanelled hospital with batch number and details of stent.
- Certificate from empanelled hospital that they have not charged the beneficiary more than rate at which stent has been procured by the hospital.
- Angiography report

(3) For pacemaker, combo device, defibrillator, Rotablator etc.,

- Copy of terms of warranty.
- Sticker of device having batch number
- ECG and Holter Report.
- ECHO Cardiography report.
- In case of replacement, copy of warranty of earlier device to be submitted.

(4) For Knee and Hip Implants:

- Cost knee implants component wise along with brand name, name of manufacturer/ importer/ batch number/ specifications and other details, if any to be mentioned in the final bill/ invoice.
- **Prior permission from the Competent Authority is necessary in such case.**

j) Treatment under Prolonged Category: -

(1) Cases requiring hospitalization and cases of prolonged treatment not requiring hospitalization: Cases of medical treatment requiring hospitalization will normally be referred to a Government/ Recognized/ University Empanelled hospital by the AMA for admission.

(2) If hospitalization is not considered necessary but treatment is expected to be prolonged requiring either more than four consultations/ visits within a period of ten days from the date commencement of treatment, or more than a course of fifteen injections, as the case may be, either separately or concurrently, a patient should be referred to the OPD of a Govt./ Recognized/ University empanelled hospital by the AMA at the earliest, unless reference to a specialist is considered necessary.

(3) In cases where a patient is so referred to a Government/ Recognized/ University empanelled Hospital for treatment by the AMA, the Medical Authorities of the hospital concerned may treat the patient at the OPD. Charges, if any, levied at the OPD according to the rules of the hospital concerned, will be reimbursed (restricting to CS (MA)/ CGHS rates). The Medical Officer In-charge of the case at the OPD will be regarded as the AMA, who would, *inter alia*, advise hospitalization in cases where it is required.

(4) A case of 'prolonged treatment' not requiring hospitalization may be defined as a case of single and continuous spell of illness which required either more than four consultation/ visits within a period of ten days from the date of commencement of treatment, or more than a course of fifteen injections, as the case may be, either separately or concurrently.

- (5) Prolonged medical attendance and treatment should thus be obtained only at the OPD of a Govt./ Recognized Hospital, either direct from the very beginning or on the advice of the AMA from the date he so advises in accordance with (2) to (4) above.
- (6) In cases where reference is made by the AMA to the OPD, the AMA should make a mention to that effect in the essentiality certificate giving the date of such reference. Two Essentiality Certificates will be required in such cases, one pertaining to medical attendance treatment at the consulting room of the AMA and other in respect of treatment at the OPD from the Medical Officer In-Charge of the case at the hospital.
- (7) The reimbursement in above categories of treatment shall be done in accordance with Clause No. 4.1 of Ordinance No. 6 [Medical Attendance Rules] of Central Sanskrit University and CS (MA) Rules 1944.
- (8) It is mandatory to submit the Essentiality Certificate (**Certificate-A**) [Form-6] along with Reimbursement Claims of Treatment under Prolonged Category/ requiring Specialist Consultation.
- (9) **It is also mandatory to submit the Lab Reports/Radiology Reports along with the prescriptions.** Additionally, the claimant must provide a certificate from the treating doctor certifying that the treatment falls under the "prolonged treatment" category/ requires life-long medications (as the case may be). **Such certificate shall require to be renewed on annual basis.**

k) Treatment for Special Diseases: -

- Reimbursement of claims shall be restricted to only those diseases or medical conditions classified as "Special Disease" under the CS (MA) Rules/CGHS Rules. As per CS (MA) Rules, treatment of medical conditions under the following categories falls under the 'Special Diseases': -
 - **Cancer**
 - **Diabetes**
 - **Mental Diseases**
 - **Poliomyelitis, Cerebral Palsy and Spastics**
 - **Tubercular Disease Leprosy**
 - **Thalassaemia Major**
 - **Hepatitis 'C' & 'D'**
- **It is also mandatory to submit the Lab Reports/Radiology Reports along with the prescriptions.** Additionally, the claimant must provide a certificate from the treating doctor certifying that the treatment falls under the "Special Disease" category/ requires life-long medications (as the case may be). **Such certificate shall require to be renewed on annual basis.**

l) Treatment under Emergency Conditions: -

- In case of emergency where the reference from the A.M.A. is not possible, the medical Consultation may be obtained in any of the Central Government/State Government Hospitals/approved Hospital nearest to the emergency. However, a certificate to the effect of emergency will have to be obtained from the Medical Officer of concerned Hospital such immediately thereafter and in any case during the course of such treatment.

- The reimbursement in such emergency cases shall be done as per approved rates contained in the CS (MA) Rules/ CGHS.

m) Validity of Prescription for undergoing Tests/ Investigation/ Radiology: -

- In case of beneficiaries availing tests/ investigations at private hospitals/ diagnostic labs/ imaging centres empanelled under University/CGHS/CS (MA) Rules on the recommendation of their concerned AMAs, **the medical prescription issued by an AMA/Government Specialist prescribing diagnostic tests/ investigations shall be treated as valid for a single use within a period of two weeks from the date of prescription.** However, the medical prescription shall remain valid beyond two weeks for undertaking diagnostic tests/ investigations, if specifically prescribed by AMA/ Government Specialist, about the date or period by which the prescribed test is to be conducted for a routine check-up or follow up treatment. The medical prescription would require revalidation or issued of a fresh prescription from the prescribing AMA/ Government Specialist for getting the prescribed test done after expiry of the validity period of two weeks or as prescribed by the AMA/ Government Specialist, as the case may be.

n) IPD Treatment in Indian, Unani and Homeopathic System of Medicine (AYUSH): -

- **Prior authorization/permission is required for availing IPD Treatment** at empanelled AYUSH Hospitals/ Centres empanelled by university or as defined under CGHS/ CS (MA) Rules.
- The authorization/permission is to be issued by the concerned office (HQ or Campus as the case may be).
- The duration of IPD treatment should not exceed **34 days for Ayurveda and 28 days for Yoga and Naturopathy.**
- The package rates for IPD treatment under the Indian and Homeopathic System of Medicine in empaneled AYUSH Hospitals/ Centers empaneled by university or as defined under CGHS/ CS (MA) Rules includes all charges pertaining to a particular treatment/ procedure including registration charges, admission charges, accommodation charges, cost of medicine, Panch Karma Charges, Labour Room Charges, charges for Kshar sutra operation/ procedure charges, doctor/ consultant visit charges, monitoring charges, operation theatre charges, procedural charges/ surgeon's fee, cost of disposable surgical charges and cost of all sundries used during hospitalization related to routine investigations, physiotherapy charges, etc., from the time of admission to till discharge. This also is inclusive of all sub-procedures and related procedures to complete the treatment.
- No additional charges on account of extended period shall be allowed if that extension is due to any improperly conducted procedure.
- Reimbursement for treatment/ procedure in IPD Treatment under the Indian and Homeopathic System of Medicine shall be done strictly in accordance with the prescribed package rates contained in CGHS/ CS (MA) Rules.
- For the treatment availed by the beneficiary from empaneled AYUSH hospital of university or as defined under CGHS/ CS (MA) Rules from outside the city where he is residing, no T.A. & D.A. will be reimbursed, provided that the treatments is available in the city of residence.

o) Medical Advance, its Disbursement and Adjustment: -

- Medical Advance will be admissible **only to Serving Regular Employees (Permanent and Temporary)** and persons appointed on deputation/ contract basis against permanent/ tenure posts, irrespective of pay limit.
- An advance may be paid for in-patient treatment in a recognized hospital and for treatment of TB, Cancer, Acute Myeloid Leukemia and Chronic Active Hepatitis 'B', 'C' & 'D' at the consulting room of Medical Officer, at the residence of Government servant or as an Outpatient.
- An advance may also be paid for purchase/ replacement, repair and adjustment of admissible artificial appliances.
- Application of advance should be accompanied by necessary certificate from the Medical Officer/ Specialist indicating the duration of treatment and the anticipated cost thereof, under the rules.
- **For temporary officials, surety from permanent government servant is required.**
- Amount of Advance for Indoor Treatment is **90% of approved CGHS Package rates**, irrespective of major/ minor treatment, on receipt of a certificate from the treating physician of Govt./ Recognized hospital. For outdoor treatment, advance is limited to **90% of the total estimate expenditure**, if total estimate of expenditure including test/ investigation is more than **Rs. 10,000/-**.
- In case of treatment procedures for which there are no prescribed CGHS Package rates, the admissible advance amount is calculated item-wise at CGHS rates. Item(s) for which there are no CGHS rates, AIIMS rates shall be considered. **If there are no CGHS/ AIIMS rates, actual estimate for the procedure shall be considered. The hospital shall provide item-wise break-up of the estimate to facilitate processing of the requests for medical advance.** Accordingly, 90% of the admissible rates arrived would be considered for grant of medical advance.
- The advance may be paid in one or more instalments for the same illness or injury, subject to the limit prescribed. There is no limit for the number of advances payable to an official with reference to himself and to each dependent and for each case of illness.
- Advance paid to the official is to be adjusted against the relevant claim and balance, if any, recovered from pay in four instalments. In case of prolonged treatment, reimbursement may continue to be allowed on the basis of necessary certificate in this regard, the advance being adjusted in the final claim.
- Advance will be released within 10-days of receipt of the request for advance.
- When advance is paid directly to the hospital, **the employee should submit the adjustment bills for final settlement within one month from the date of his discharge from the hospital.** The Head of Office will correspond directly with the hospital for refund of the unutilized balance, if any. In case of any delay in refund by the hospital beyond the prescribed time limit, the concerned employee shall be responsible for approaching the hospital authorities to ensure timely refund of the unutilized balance.
- In case of serious illness, accidents where the official is unable to apply, the advance may be sanctioned on an application in writing made on his behalf by his wife or other legal heir.

p) **Payment / Reimbursement of medical expenses from two sources viz. from the Insurance Companies and from the University:-**

- The reimbursement shall be done in accordance with instruction contained in Ministry of Health & Family Welfare OM No. S.11011/4/2003-CGHS (P) dated 19.02.2009 (copy enclosed).

Note: In all matters not specifically covered under the Medical Attendance Rules of the University, the provisions of the Central Services (Medical Attendance) Rules and the rules governing CGHS beneficiaries, as amended from time to time, along with the instructions/orders issued thereunder, shall apply mutatis mutandis to the employees and retired beneficiaries of the Central Sanskrit University, except in cases expressly excluded under these Rules.