



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University

Kakryal, Katra – 182 320(J&K)

No. SMVDU/Adm/Estt./14/ **1137-1140**

Dated : **22nd** July, 2014

C I R C U L A R

It has been observed that the claims for Medical Reimbursement submitted by Faculty & Staff members are often not as per the Medical Reimbursement Rules notified vide no. SMVDU/A&E/07/1700-73 dated 25th September, 2007 resulting in difficulty in processing the same.

The Medical Reimbursement Rules of SMVDSB issued vide No. CO/P/M-II/293-330 dated 09-01-2007 and as subsequently amended from time to time are therefore being hereby re-circulated for the information of all Faculty and Staff members. It is requested that medical reimbursement claims may be furnished on the prescribed formats to facilitate efficient processing of the same.


Registrar


Encls:

1. *Medical Reimbursement rules for SMVDSB order no. 56/SB of 2007 dated : 09-01-2007 and endorsement no. CO/P/M-II/293-330 dated : 09-01-2007.*
2. *1st Amendment : endorsement no. CO/P/M-II/2718-64 dated : 23-02-2008*
3. *2nd Amendment : endorsement no. CP/P/M-II/12781-12813 dated : 25-02-2010*
4. *Essentiality Certificate (Hospitalization Case)*
5. *(Medical Attendance-Cum-Allowance) Rules (Application form for claiming of refund of Medical Expenses).*

Copy to:

1. Finance Officer, SMVDU for info.
2. All Deans/Directors/Section Heads for info & circulation among their staff.
3. PS to VC for kind info of Hon'ble Vice Chancellor.
4. I/c Website for up-loading on University's website.
5. Office record / Circular file.

Office of the Chief Executive Officer
Shri Mata Vaishno Devi Shrine Board, Katra

Subject: **Medical Reimbursement Rules.**

Addendum to Order No. 56/SB of 2007 dated 09.01.2007.


In the end of sub clause (e) of clause (3) to order No. 56/SB of 2007 dated 09.01.2007 issued under endorsement No. CO/P/M-II/293-330 dated 09.01.2007 after the words "**medical attendance/treatment**" the "**full stop**" is replaced by "**comma**" and the following are added;

"including Acharya Shri Chander, College of Medical Sciences & Hospital (ASCOMS), Sidhra, Jammu."

Similarly in clause 6(1) of aforesaid order, after the words appearing in line four "**Govt. Hospital within the State**" and before the words "**for the employee**", the following are added;

"including Acharya Shri Chander, College of Medical Sciences & Hospital (ASCOMS), Sidhra, Jammu for which Acharya Shri Chander, College of Medical Sciences & Hospital (ASCOMS), Sidhra, Jammu shall allow discount @ 30% on all investigations as also on all procedures with 35% discount on special room tariff during hospitalization treatment in the said hospital."

By order of the Chief Executive Officer.


Addl. Chief Executive Officer

No. CO/P/M-II/2718-64

Dated: 23-2-08

Copy to the:-

1. Chief Executive Officer, SMVDSB (Principal Secretary to Governor, J&K), Raj Bhawan, Jammu for kind information.
2. Trustee Administration, Acharya Shri Chander, College of Medical Sciences & Hospital (ASCOMS), Sidhra, Jammu
3. Dy. Chief Executive Officer, Central Office, Katra.
4. Chief Accounts Officer, Central Office, Katra.
5. Asstt. Chief Executive Officer (RS), Central Office, Katra.
6. Asstt. Chief Executive Officer (BR), Central Office, Katra.
7. Asstt. Chief Executive Officer (PB), Bhawan.
8. Functional Head: _____
9. Area Head: _____
10. Unit Head: _____
11. Order Book/Master File/Circular file.

(12)

Office of the Chief Executive Officer,
Shri Mata Vaishno Devi Shrine Board, Katra.
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Subject: **Medical Reimbursement Rules.**
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Order No. **56/SB of 2007**

Dated: **9-1-07**
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The Chairman, Shri Mata Vaishno Devi Shrine Board (His Excellency the Governor, J&K) is pleased to direct to make the following rules, namely:-

1. **Short title and commencement:**

These rules may be called Shri Mata Vaishno Devi Shrine Board (Medical Reimbursement) Rules, 2007 and shall come into force with effect from 1st January, 2007. These shall supercede all other rules and directions on the subject, save and except what is applicable to members of All India Services/J&K Govt. Service, who are posted on deputation to Shrine Board, unless they opt to be governed by all Shrine Board Rules.

2. **Extent of application:** These rules shall apply to all the employees of Shrine Board other than

- a) Muster Rolls/employees appointed on stipend
- b) Members of All India Service on deputation to Shrine Board
- c) Members of State Govt. Service on deputation to the Shrine Board

Explanation: In the categories (b) & (c) the rules as applicable to the members of respective services shall be applied (unless they opt to be governed by all Shrine Board Rules), while in category (a), such employees shall be covered under these same rules subject to the condition that such benefit shall be available only to the employee and not to any member of his/her family and shall be available only upto Rs. 50,000/- per annum for treatment that would exclude pre-existing medical conditions.

3. **Definition:** In these rules, unless the context otherwise requires:

- a) "Employee" means a serving employee of the Shrine Board

- b) "Director, Health Services" means the Head of the Medical Department for that region
- c) "Medical Officer" means a Medical Officer of the Medical Department Incharge of Government Hospital/Dispensary specified by Director, Health Services for the purpose in respect of Shrine Board employees or class of Shrine Board employees in any station or area.
- d) "Family" means wife or husband, children including adopted children, step children up to the age of 21 years of age and dependent family members viz. parents, minor brothers and minor sisters living with the serving employee, whose monthly income does not exceed Rs. 2,000/- per month from all sources put together; and who are not covered under any Medical Reimbursement Rule of any other Organization.
- e) "Hospital/Dispensary" means a medical institute maintained by the Govt. for purposes of medical attendance/treatment. ^
- f) "Critical Illness" means heart attack, cancer, stroke, major organ failure, multiple fractures or 3rd degree, burns sustained in an accident.

4. Beneficiary: In these rules unless the context otherwise requires, every Shrine Board employee and the members of his family to whom these rules apply will hereinafter be called a "beneficiary".

5. Authorized Medical Attendant(AMA): Principal Medical College, Director Health Services or any physician specially authorized by the Shrine Board in this regard.

6. Medical Attendance within the State: (1) Every Shrine Board employee shall be allowed reimbursement of the amount, if any, charged by the Hospital authorities, including cost of drugs purchased from the market during the period of hospitalization in a Govt. Hospital within the State for the employee or any member of his/her family, wholly dependent on him/her, as defined in Clause 3(d).

(2) Reimbursement of the expenses in the manner indicated in rule 6 (1) above shall be allowed in respect of hospitalization in non-Government Hospitals within the State provided the following conditions are fulfilled:-

- a) Where it is recommended by the Authorised Medical Attendant that the treatment is not available in the Government Hospitals and can be had only in a specified private hospital within the State.

OR

If the Authorised Medical Attendant is of the opinion that regardless of the availability of the treatment in a Government Hospital within the state, the nature of surgery is such as requiring sophisticated theatre and a congenial surgical atmosphere for the prevention of infection in respect of certain critical illnesses that can be availed in a specified private hospital within the State.

OR

(c) In case of a life-threatening accident, where such a relief is authorized specifically by the Chief Executive Officer/Addl. Chief Executive Officer.

(d) Expenditure incurred in such cases shall be reimburseable as under:-

(i) Charges for operation and drugs and other expenses like room rent etc. excluding diet as may be charged from the beneficiary by the hospital authorities.

(The reimbursement in respect of diet and accommodation expenses outside the hospital premises shall not be allowed)

(ii) The beneficiary may be allowed 50% of the estimated cost of the hospital charges as advance, if he requests for the same with the condition that the same shall be adjusted within 15 days of completion of treatment or 3 months from the date of withdrawal of such advance whichever is earlier, failing which interest @ 12% shall be charged on such advance and recovered from the salary of such employee.

(iii) Cost of vaccines such as required for Anti-rabies treatment shall be reimbursed on the recommendations of Chief Medical Officer/Medical Superintendent of Govt. Hospitals on whose advice the injections have been administered.

(7) Where in any case a Shrine Board employee or his beneficiary during hospitalization in any Government Hospital within the State has to undergo replacement of a diseased heart valve or fitting of a heart pace maker, the reimbursement of the cost thereof shall be admissible as part of hospitalization expenses. The payment of the cost of these appliances will on the advice of the Medical Superintendent of the Hospital/Institute and shall be made by the Shrine Board direct to the supplying agency and not to the Shrine Board employee or his beneficiary, if such an arrangement on credit be acceptable to the Hospital/Institute.

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(8) Notwithstanding anything contained in rule 7 of these rules, the cost of the appliances etc. prescribed by the concerned Head of Department of the Government Medical College may be made in advance to the beneficiary if he requests for the same. This is, however, subject to the condition that after the equipment is fitted, a certificate of the concerned Head of department of the Medical Institute/Hospital that the equipment has been actually fitted to the beneficiary, will be furnished within one month, by the beneficiary to the Shrine Board.

(9) In case of a Shrine Board employee or any member of his family wholly dependent upon him is suffers from Cancer or any disease which is certified by the AMA as a disease requiring long term treatment, he shall be entitled to the reimbursement of Medical expenses incurred by him for treatment of the said disease even outside the Hospital. The reimbursement shall be subject to the certificate of the competent Medical authority that the beneficiary is suffering from any such long term disease and would be in need of home treatment for a long time and further subject to the verification of the connected vouchers by the Head of department of the concerned discipline of the concerned Hospital.

10. Medical Attendance outside the State (within India)

i) Treatment outside the State may be allowed in respect of the beneficiaries by the Chief Executive Officer on the recommendation of the AMA or the Head of the Department of the concerned specialty, not below the rank of a Professor/Asstt. Professor in Government Medical College.

ii) The Addl. Chief Executive Officer may thereafter allow reimbursement of the amount spent by an employee during the period of hospitalization in the hospital authorized by the State Govt. for the treatment of its employees outside the State for himself/herself or a member of his/her family as defined in rule 3(d) above, in respect of the following items:-

- a) Actual expenses incurred on road/Railway fare by the entitled class for the patient and one attendant.
- b) Expenditure incurred on Pathological, Bacteriological/Radiological and other methods of examination/investigation or treatment like electric therapy etc. (excluding Physiotherapy).
- c) Charges including cost of blood and blood transfusion if any levied by hospital authorities during period of hospitalization as necessitated by Authorized Medical Attendant (AMA)

- d) Charges for operation and drugs and other expenses like room rent, diet as may be charged by the hospital authorities during the period of hospitalization as may be necessitated by Authorized Medical Attendant.
- e) Consultation fee, if any, paid under hospital rules and cost of medicines purchased from market on the advice of hospital authorities during such period of hospitalization as necessitated by Authorized Medical Attendant.
- f) Treatment outside the State for critical illnesses shall be permitted only at private hospitals indicated below and reimbursement of expenditure shall be on the certificate of Authorized Medical Attendant that there is no arrangement for the treatment/surgery for the said disease in a State Govt. Hospital:
 - i) Batra Hospital, Delhi
 - ii) Sir Ganga Ram Hospital, Delhi
 - iii) Rajiv Gandhi Cancer Hospital, Delhi
 - (iv) Christian Medical College & Hospital, Ludhiana

11. These rules shall not cover the cost of treatment for:

- a) Any self inflicted injuries;
- b) Any elective or cosmetic treatment that is not connected with any emergency;
- c) Any disease connected with or contracted as a result of consuming liquor, tobacco, cigarettes or any intoxicating substances or as a result of extra-marital or promiscuous relations;
- d) Non-life Saving appliances such as spectacles, dentures unless such appliances are required to compensate for any injuries sustained during the course of employment or as a result of an accident; and
- e) Any pre-existing medical conditions till the concerned employee completes five years of service with the Shrine Board.

12. Medical Allowance

All Shrine Board employees except for those defined in rule 2 of the rules, shall be allowed medical allowance (without the necessities of

producing any vouchers) at a uniform rate of Rs. 300/- per month debitible to the salaries under the respective account head to be booked distinctly under the detailed Sub head "Medical Allowance" to take care of all such medical expenses which are incurred at home without incurring hospitalization.

13. Misuse of facilities

Any willful misuse of the entitlements under these Rules shall invite the strictest punishment, including dismissal from service. For employees on deputation, this shall result in immediate termination of the deputation arrangements with consequent stoppage of salary/withdrawal of other service benefits and a recommendation to their parent organization to terminate their services.

By order of the Chairman, Shri Mata Vaishno Devi Shrine Board (His Excellency the Governor, J&K).

Puneet Kumar
09/01/07
Addl. Chief Executive Officer

NO: 01P/M-4/293-330

Dated: 9-1-07

Copy to the:-

1. Chief Executive Officer, SMVDSB (Principal Secretary to Governor, J&K), Raj Bhawan, Jammu for kind information.
2. Dy. Chief Executive Officer, Central Office, Katra.
3. Chief Accounts Officer, Central Office, Katra.
4. Asstt. Chief Executive Officer, Central Office, Katra.
5. Asstt. Chief Executive Officer/Tehsildar, Bhawan.
6. Functional Head: _____
7. Area Head: _____
8. Unit Head: _____
9. Order Book
10. Master file
11. Circular file.

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Office of the Chief Executive Officer,
Shri Mata Vaishno Devi Shrine Board, Katra.

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Sub: Medical Reimbursement Rules.

Order No. 328 /SB of 2010.

Dated: 25-02-2010

As approved by the Hon'ble Chairman, SMVDSB (His Excellency the Governor), it is hereby ordered that, the following Physicians / Medical Doctors shall be treated as the 'Authorized Medical Attendant (AMA)', under the provisions of Shri Mata Vaishno Devi Shrine Board Medical Reimbursement Rules issued vide Order No. 56 / SB of 2007 Dated: 09.01.2007: -

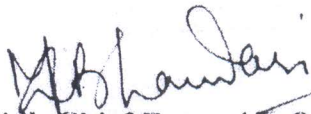
- i) **For the verification of medical bills related to treatment availed:** The Head of Departments of concerned specialties of 'Govt. Medical College', Jammu or the 'Acharya Shri Chander College of Medical Sciences and Hospital, Sidhra' in case the treatment is availed in GMC / ASCOMS respectively and medical doctors not below the rank of CMO's / BMO's, in case the treatment is availed in a PHC / CHC / District Hospital etc.
- ii) **For the purpose of referral to other Institutions out side the State in terms of Clause 10(i) or to some private hospital within the State, in terms of Clause 6(2) (b):** The Director Health Services, Principal Government Medical College, Principal / Director, ASCOMS and the Heads of Department of the concerned specialties.

No: CDP/M-II/12781-12813

Date: 25-02-2010

Copy to the:

1. Chief Executive Officer, SMVDSB (Principal Secretary to HEG J&K), Raj Bhawan, Jammu.
2. Dy. Chief Executive Officer (K). The pending claims of employees with the office as on date relating to medical reimbursement shall also be processed in the light of provisions of this order.
3. Dy. Chief Executive Officer (V).
4. Chief Accounts Officer, SMVDSB, CO, Katra.
5. Sub Divisional Magistrate, Bhawan.
6. Asstt. Chief Executive Officer (A&D).
7. Asst. Chief Executive Officer (Gen).
8. _____ Area Head / Unit Head
9. Concerned File.
10. Master File.


Addl. Chief Executive Officer



SHRI MATA VAISHNO DEVI UNIVERSITY

(MEDICAL ATTENDANCE-CUM-ALLOWANCE) RULES

Application Form for claiming of refund of Medical Expenses incurred in connection with Medical Attendance and for treatment for Employee or his/her family.

1. Name and designation of the Employee _____
2. Name and relation of the patient with Employee _____
3. Office in which employed _____
4. Pay of the Employee with other allowances _____
5. Place of Duty _____
6. Actual residential address _____
7. Place at which the patient fell ill _____
8. **Medical Attendance :**
 - (a) The name and designation of the M.O
consulted with the Hospital Dispensary attached _____
 - (b) The number and date of injection and
fee paid for each injection _____
 - (c) Whether any date of consultation fixed and fee
paid for consultations _____
 - (d) Whether consultation and investigations were
held at the consultation room or at
the residence of the patient. _____
 - (e) Cost of medicines purchased from the market _____

(II) CONSULTATIONS WITH SPECIALIST:

- (a) The name and designation of the
Specialist or M.O consulted and the
Hospitals/PHC to which attached _____
- (b) No. and date of consultation and fee paid _____
- (c) Whether consultation was held at the
hospital at the consultation room of the
specialist or at residence of patient _____
- (d) Whether the Specialist was consulted on _____

the advice of the M.O or the Govt. Doctor _____

9. Total Amount claimed _____

10. List of enclosures _____

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 treatment expenses were incurred is wholly dependent upon me.

Signature of the Applicant