

(ANNEXURE-I)

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University established by an Act of Parliament in 1998)  
(Accredited "A" Grade by NAAC)



No.MANUU/Admn.III/F.344/2009-10/8753

29 March, 2010

NOTIFICATION

*Sub: MANUU - Administration - Medical Reimbursement Regulations 2010 - Implementation of - Reg.*

*Ref: 1. 33<sup>rd</sup> Executive Council meeting (Emergent) held on 22.12.2009.  
2. Incharge Vice-Chancellor's approval dated 26.03.2010.*

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The Executive Council at its 33<sup>rd</sup> meeting held on 22.12.2009 has approved the Regulations for Medial Reimbursement. The new Medical Reimbursement Regulations-2010 shall come into force with effect from 01<sup>st</sup> January, 2010. A copy of the Regulations is enclosed herewith. The Heads of the Departments / Sections are requested to communicate the same to the employees in their respective Departments / Sections.

*Registrar I/c*

To

All Deans of School of Studies  
All Heads of Departments (Teaching)  
All Section Heads / Incharge (Non-Teaching)  
All Heads / Incharge of Regional Centres, Sub-Centres, Colleges, VTCs, Model Schools, etc.

Copy to:

1. V.C.'s / Registrar's / F.O's Offices
2. Concerned file

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
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MEDICAL REIMBURSEMENT REGULATIONS - 2010

I. General

The rules may be called Medical Reimbursement Regulations for the reimbursement of medical expenses incurred by the regular / retired employees of the University.

These regulations shall apply to all the regular / retired employees of the University including those working in Constituent Colleges, Regional Centers, Sub-Regional Centers etc.

II. Definitions

1. **University** means Maulana Azad National Urdu University, Gachibowli, Hyderabad.
2. **Employees** means regular /retired employees (both teaching and non teaching) of the University appointed by the Executive Council against a clear vacancy, including employees on deputation.
3. **The Hospital** means a hospital recognized by the University including Health Centre of the University for providing medical facilities to the University employees.
4. **Central Government Health services** means scheme formulated and in vogue by the Government of India.
5. **Dependents** means the dependents of the regular /retired employees of the University (both teaching and non teaching) as defined and amended from time to time under CGHS rules of Government of India.
6. **Medical Attendant means:**
  - a) Medical Officer(s) appointed by the University;
  - b) Medical Officer(s) appointed by Central/ State Government;
  - c) Recognized Medical Practitioner including qualified Doctors of allopathy and Indian medicine such as Homeopathy, Ayurvedic, Unani, Siddha;
  - d) Qualified Doctors / Consultants working in hospitals recognized by the University;
7. **Government** means the Government of India or State Government as the case may be.
8. **Patient/Beneficiary** means employee of the University or his / her dependents entitled to avail the benefits of this scheme.
9. **Medical Attendance** means consultation with the Medical Attendant (as defined under Clause 6 above) at hospital, dispensary, clinic, consultation room or residence.
10. **Specialist Doctor** means any Doctor employed or working in hospitals / specialist hospitals or working as recognized practitioner.



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6. In case of severe chronic ailment which requires treatment in a speciality hospital outside the place of work, referred by the Medical Attendant / Doctor, advance can be claimed, which may be allowed in exceptional cases with the approval of the Vice-Chancellor. However, 90% of the estimated medical expenditure may be allowed as per Govt. of India rules. Such advances shall be settled within one month after the treatment. In case of emergent cases when the employee is in the hospital, advance can be claimed by any dependent of the employee or a co-employee.
7. The Essentiality Certificate shall have the details of consultation fee pathological clinical expenses paid and shall be supported by the relevant vouchers.

**VI Reimbursement**

1. All the employees and their dependents are entitled for full reimbursement, of admissible outpatient medical expenses at any Hospital, Medical Attendant or Doctor to the extent of their two monthly basic pay in a calendar year. In exceptional cases where the expenditure crosses the prescribed limit, the reimbursement may be made with the approval of the Vice Chancellor.
2. All the employees of the University and all their dependents shall be entitled for reimbursement of their in-patient & out-patient medical expenses for the treatment in any of the hospitals recognized by the University. The payment shall be made directly to the Hospital after due sanction by the University authorities as per CGHS norms or as per the Memorandum of Understanding.
3. There shall be full reimbursement to the employees for any treatment as per CGHS rules and rates as mentioned by the Government of India and as amended from time to time.
4. If the employees or the dependents avail, medical treatment at Hospital other than those recognized by the University, the reimbursement shall be to the extent of admissibility as per CGHS rules and rates.
5. Contractual employees in continuous service for one year or more in the University shall be entitled for reimbursement up to two monthly salaries in a calendar year provided such facility is not being availed by them from their previous organization(s) / employer (s). However, their dependents shall not be entitled for medical reimbursement.
6. Availment of accommodation for in-patient shall be as per entitlement of the employees under Government of India norms.
7. The admissibility of expenditure towards, Cosmetics, Proteins, Food supplements, etc., shall be regulated as per Government of India norms.

**VII Standing Committee**

1. A Standing Committee shall be constituted to look into the following matters.
  - a) Identification of Hospitals to enter into MoU, inclusion / deletion of Hospitals.
  - b) To look into any matter with regard to the implementation and issues related to the scheme.

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11. **Medical treatment** means use of medical, surgical, pathology, radiology, sonography, CT Scan, Scan or any other facilities etc., required for patients / beneficiaries, medicines, drugs, physiotherapy, therapist recognized by CGHS scheme of the Government of India and all other items recognized from time to time under CGHS scheme of Government of India.
12. **CSMA rules:** means Central Service (Medical Attendance) rule 1944, Commonly known as the Medical reimbursement scheme, of the Government of India, as amended from time to time.

**III. Commencement**

These rules shall come into force w.e.f. 01.01.2010.

**IV. Contribution**

1. The employees in the cadre of Asst. Registrar, Lecturer in the pay scale of Rs. 15,600 - 39,100 + 5,400 Grade Pay and above, of the Government of India shall contribute @ Rs. 200/- per month towards this scheme.
2. Employees below the above cadre shall contribute @ Rs.100/- per month for this scheme.
3. These rates are subject to revision from time to time.

**V. Claim**

1. The employee shall claim the medical reimbursement by submitting relevant information in the prescribed format along with Essentiality Certificate from the Doctor and necessary bills. The necessary information shall include the following:
  - a) Essentiality Certificate from the Doctor (in original)
  - b) Prescription of the Doctor (photo copy)
  - c) Receipts towards clinical, Pathological/Laboratory Charges (in original)
  - d) Receipts towards purchase of medicines (in original.)
  - e) In case of inpatient treatment receipts issued by hospital, (in original.)

However, the consultation fee mentioned in the essentiality certificate signed by the Medical Attendant shall be sufficient for reimbursement.

2. The employee shall submit the declaration about his dependents as required under CGHS scheme.
3. The employees and their dependents shall be issued identity cards for availing medical facilities under this scheme.
4. The medical bills shall be claimed within the time limit as prescribed in the CGHS rules.
5. In case of a chronic disease, which requires continuous treatment or treatment for a longer period, bills can be claimed periodically.