

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA**  
**(A GOVERNMENT OF INDIA UNDERTAKING)**  
**G.T. ROAD, KANPUR-208016 (U.P.) INDIA**

**MEDICAL ATTENDANCE AND TREATMENT RULES**

1. (a) These Rules may be called the Artificial Limbs Manufacturing Corporation of India- Medical Attendance and Treatment Rules,  
  
(b) These Rules shall apply to all the employees of the Corporation other than "Casual Employee" and those covered under ESI Scheme. However, Casual Employees (not their families) will be entitled to emergency treatment as may be allowed by the Chairman and Managing Director in his discretion.
  
2. **DEFINITIONS:**
  - (a) **"Authorised Medical Attendant"** means the Medical Officer of the Corporation or any Registered Medical Practitioner practicing the:
    - (i) Allopathic System of Medicine
    - (ii) Homeopathy System of Medicine.
    - (iii) Unani / Ayurvedic System of Medicine
  
  - (b) **"Employees"** means the employee of the Corporation for the time being other than Casual Laborers, Trainee Apprentices as per Apprentice Act.
  
  - (c) **"Family"** means Wife/Husband and Children (including step and legally adopted children) and parent of such employee residing with and wholly dependent upon the employees (as per Government Rule i. e FR/SR).
  
  - (d) **"Medical Attendance"** means attendance by the Authorised Medical Attendant including such methods of examination for the purpose of diagnosis and treatment and such consultation with a specialist as the Authorised Medical Attendant considers necessary.

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(e) "Hospital" means any hospital within the municipal limit of place of posting including a Military Hospital, Hospital maintained by a local authority and any other Hospital with which Central/State Government has arrangements for treatment of Government Servants. It also includes:

- i) Cantonment Board General Hospital.
- ii) All Nagar Mahapalika Hospitals.
- iii) St. Catherine Hospital.
- iv) J.L. Rohatgi Eye Hospital.
- v) Mariampur Hospital.
- vi) Any hospital referred by aforesaid hospital under this para.

(f) "**Pay**" for the purpose of these Rules will be the amount of basic pay drawn monthly by an employee as pay, which has been sanctioned for the post. It will also include special pay and personal pay.

(g) "**Specialist**" means any Registered Medical Practitioner with a Post Graduate Degree in the specialised branch of medicines.

(h) "**Patient**" means ALIMCO employees or member of his/her family to whom these Rules apply and such others as are provided for under these Rules and who require medical attention.

(j) "Treatment" means the system of Allopathic, Homeopathic and Unani / Ayurvedic treatment and use of all medical and surgical facilities essential for the recovery or for prevention of deterioration in the condition of the patient and includes:

- i) The employment of pathological, bacteriological, radiological and other methods.
- ii) The supply of medicines, vaccines, sera or other therapeutic substances.
- iii) Ordinary dental treatment except supply of dentures, crown work, bridge work, orthodontic work and other specialised dental work.

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( 3 )

- iv) Eye treatment and testing of eyesight of employees only once in three years or oftener if facilities are available in the Corporation Hospital, except supply of glasses for defective eyesight.
- v) Pre-natal confinement and post-natal treatment in the case of female patients.
- vi) Insulin treatment in the case of patients suffering from diabetes only at the initial stages or when the patient is hospitalised.
- vii) Anti-rabic treatment.
- viii) Such nursing as is ordinarily provided to in-patients by the hospital.
- ix) Such specialised consultation as is considered necessary by the hospital authorities, includes diet charges payable in such hospitals.

(k) Nursing Home:

Any hospital other than as defined in Para 2(e) of Nursing Home (having not less than fifty beds and operated by a Doctor holding MBBS Degree) prescribed by the Chairman and Managing Director from time to time for the purpose, through separate Office Order/Notification. At present these are as under:

ALIMCO( HQ), KANPUR

- i. Laxmi Devi Krishan Chand Memorial Home
- ii. Ratan Cancer Hospital &
- iii. Madhulok Hospital
- iv. Brij Medical Center(P) Ltd.
- v. Chandrabhai Nursing Home(P) Ltd.,
- vi. Kanpur Trauma & Ortho Center
- vii. Khairabad Eye Hospital
- viii. Kanpur Medical Center(P) Ltd.,
- ix. Mohammadia Hospital
- xviii. Hospitals/Nursing Homes on the list of CGHS.
- xix. Any Hospital / Nursing Home referred by aforesaid Hospital / Nursing Home.
- x. Leela Mani Memorial Hospital(P) Ltd.
- xi. Bhargava Hospital.
- xii. Abha Nursing Home(P) Ltd.
- xiii. Madhuraj Nursing Home(P) Ltd.,
- xiv. Sulaxmi Hospital
- xv. Saral Nursing Home
- xvi. Excel Hospitals (P) Ltd.,
- xvii. Chandni Hospital.

In case of employees posted at Regional Marketing Centres and Auxiliary Production Centres (APCs) etc., Nursing Home means any hospital having not less than fifty beds and operated by a Doctor holding MBBS Degree.

ALIMCO(AAPC), BHUBANESWAR

- I. Neelachal Hospital Pvt., Ltd,

ALIMCO(AAPC), BANGALORE

- I. M.S. Ramaiah Medical Teaching Hospital

**Contd....4/-**

**(I) Accommodation / Bed / Room rent charges:**

Category of Employee

Employees having Basic pay Up to Rs. 9000/- (Pre –revised)	– Room up to Rs.350/- per Day
Above Rs. 9000/- (Pre-revised)	– Room up to Rs.450/- per Day
Chairman & Managing Director	– Actual

**3. ADMISSIBILITY OF MEDICAL EXPENSES:**

In case the employee of the Corporation or member of his/her family undergoes treatment in any hospital/nursing home or otherwise, the medical expenses will be borne by the Corporation in following manner.

- (a) In case of employee or member of his/her family undergoes indoor treatment in a hospital defined in Para 2 (e) entire medical expenses as charged by the hospital Doctor after the date of discharge) will be allowable on actual basis except operation charges.

Which will be limited to the extent of amount chargeable by AIIMS for such operation. The Corporation will bear entire medical expenses in case of accident occurred on duty within factory premises.

- (b) In case an employee or member of his/her family undergoes indoor medical treatment in a Nursing Home/Hospitals defined in Para 2 (k), the expenses borne by the Corporation will be as under:

- I ) Accommodation/Bed/Room rent as per Para 2 (L).
- ii) Operation charges subject to limit of amount chargeable by AIIMS for such operation.
- iii) 80% of the balance amount of bills (excluding medicines) raised by the Nursing Home. Medicines during treatment and seven days there – after will be reimbursed at full cost.

- (c) In case an employee or member of his/her family undergoes indoor medical treatment in case of emergency in any hospital or Nursing home not covered in Para 2 (e) & 2 (k), the medical treatment in such hospital (including three days medicines after discharge) will be allowed for twenty four hours only.

- (d) In case an employee or member of his/her family undergoes any medical treatment in a way other than as described in para 3(a),(b) & (c) above, the Corporation will allow medical expenses to the extent of one month's basic pay only, subject to Rs.10,000/- (Rs. Ten Thousand only) per annum.
- i) Medical expenses must be supported with the evidence of payment.
  - ii) Medicines of food value or in the nature of tablets will not be admissible.
  - iii) Such other sera, medicine or any other therapeutic substance declared by Chairman and Managing Director as Inadmissible, time to time, will not be allowable.

**4. MODE OF PAYMENT OF MEDICAL EXPENSSES:**

- a) In case of indoor treatment undergone by an employee or his/her member of family, as per Para 3 (a) & 3 (b), the Corporation may on demand of the concerned hospital/nursing home, make direct payment to such hospital or nursing home. In admissible amount will then be deducted equally from the salary of following six months of the concerned employee. However the employee will have option to make payment to the hospital directly and to make claim for admissible amount from the Corporation later on as per clause referred herein – after.
- b) In case of treatment as per Para 3 (c) & 3 (d) the employee will bear the expenses first and subsequently may claim the reimbursement for admissible amount from the Corporation.

**5. REIMBURSEMENT OF MEDICAL EXPENSES AND HE PROCEDURE THEREFOR.**

- a) The cost of the medicines which are recommended by the AMA / Registered Medical Practioner / Specialist will be reimbursed on submission of a claim as herein-after prescribed.
- b) Claims for reimbursement of medical expenses should be Submitted in the prescribed form accompanied with the prescription of the AMA/Registered Practioner / Specialist as the case may be along with Cash Memos/Cash receipt and discharge slip in original in case of hospitalization.

- c) Claims for refund of medical expenses incurred by the employees of the Corporation should be sent to the Medical Officer at the Corporation. The Medical Officer of the Corporation will examine the claims from the point of view of its being reasonable or not and will forward the claim to the Finance Department for passing the claim, However, where the Medical Officer considers the claim to be not reasonable and extravagant, he will forward the claim to the Head of the Department of the employee with his remarks and recommendations and the later may obtain the orders of the Chairman and Managing Director, whose decision shall be final in the interpretation of the rules.
- d) Claims for refund of medical expenses should be submitted within three months or the date of the completion or the treatment as shown in the Doctor's prescription and no refund claims will be entertained after the said period except with the prior approval of the Chairman and Managing Director.

**6. TRAVELLING ALLOWANCE:**

Railway fare for patient and one attendant will be admissible to an employee as per his/her entitlement under Traveling Allowance Rules for undergoing medical treatment of him/herself or members of his/her family from the place of posting to the referred place. However, prior approval of Chairman and Managing Director will be required for all such visits for outstation treatment.

**7. GRANT OF ADVANCE FOR MEDICAL ATTENDANCE & TREATMENT:**

- a) Chairman and Managing Director may grant specific advance to an employee of the Corporation to meet expenditure on their own medical attendance and treatment of or that of their families keeping in view the exigency of the treatment on the following terms and conditions:
  - i) The advance would be admissible when the employee or a member of its family is being treated according to these rules.
  - ii) As an in-patient is a Hospital / Nursing Homes defined in Para 2(e) & 2 (k) above.
  - iii) As an out – patient in case of T.B.
- b) The advance will be granted only on the recommendations of the Medical Officer of the Corporation who would indicate in each case the expected duration of the treatment and likely expenditure.

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c) The amount of advance will be limited to two months pay of the employee or Rs.15,000/- or such other amount as the Medical Officer / Authorised Medical Attendant or the T.B specialist may recommend, whichever may be less. So long as the total advance does not go beyond this figure, the advance can be drawn for one illness in more than one installment as may be estimated and recommended by the AMA/Medical Officer/Specialist.

e) The advance will be adjusted against the admissible Medical reimbursement claims submitted by the employee for the illness and the balance, if any, will be recovered from his/her pay. In absence of an adjustment presented by the employee within the time specified the advance will be recovered in six equal monthly installments from the next month from the date of advance.

**8. IMPLEMENTATION / REVIEW / REVISION:**

These Medical Rules will be applicable to the employees of the Corporation from the date of approval of the same by the Board of Directors. Review/Revision of these rules will be made after three years from the date of its implementation.

**9. THE INTERPRETATION OF RULES**

The decision of the Chairman and Managing Director in the interpretation of these Rules shall be final and conclusive.

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