



ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA

**(A Govt. Of India Miniratna –II CPSE under Department of
Empowerment of Persons with Disabilities, Ministry of Social Justice
and Empowerment, Govt. of India)**

G .T. Road, Kanpur -209217

ALIMCO- MEDICAL ATTENDANCE AND TREATMENT RULES (REVISED)-2016

1. (a) These Rules may be called the Artificial Limbs Manufacturing Corporation of India (ALIMCO) - Medical Attendance and Treatment Rules (Revised)-2016.

(b) These Rules shall apply to all the Regular employees of the Corporation other than "Casual Employee"/ Apprentice/Engaged through Contractor and those covered under ESI Scheme. However, Casual Employees/ Engaged through Contractor (not their families) will be entitled to emergency treatment for the injuries occurred in factory/office while on duty as may be allowed by the Chairman and Managing Director in his discretion.

2. DEFINITIONS:-

(a) **Authorised Medical Attendant (AMA)** means a Medical Officer of ALIMCO, Government Hospital, a hospital / dispensary run by a Local Municipal Body and such other Physicians / Surgeons etc. practicing in Allopathic systems of medicines, Homeopathy System of Medicine, Ayurvedic System of Medicine who should be possessing at least a Bachelor or Graduate Degree in the above systems of medicines, as the case may be, and duly registered with Medical Council or other concerned Govt. authority.

(b) **Employees** means regular employee of the Corporation other than Casual employees/ Apprentices /Engaged through the contractor (not their families).

(c) **Family** will include :

(i) Wife or husband, whether having independent income or not.

(ii) Parents.

(iii) Unmarried / Widowed daughters till they start earning or get married, whichever is earlier.

(iv) Sons until they attain the age of 25 years or start earning, whichever is earlier (including step and legally adopted children) .“Son suffering from any permanent disability of any kind (Physical or Mental) wholly dependent on the ALIMCO employee irrespective of age limit”.

Note:-

(1) The family members from serial number (i) to (iv) should be wholly dependant on the employee. For Serial No.(ii) the income from all sources put together should not exceed the financial limit prescribed by the Government of India (from time to time) and adopted by the Corporation which at present Rs.3500 Per Month (plus the amount of Dearness relief, if any, admissible on the above amount in case of Government Pensioners), on the date of consideration of claim.

(2) The Family member at serial no. (ii) should be residing with the employee or either with the rest of the family members in a station other than employees' place of posting are also eligible for Medical reimbursement. (The term family does not include any other dependent relations such as brother, sister, widowed sister etc. and the term parents does not include step parents).

(3) The spouse of the employee working in other Govt. / Non-Govt. Organizations, which provides medical services to its employees, may choose either the facilities provided under these rules or the facilities provided by the organization in which the spouse is employed and to produce a certificate to this effect from their respective employer. Similarly, if both husband and wife are employees of the Corporation, only one of them may avail of the benefits of these rules for the family according to their option.

(4) Every employee shall be required to furnish a declaration regarding the income and the residence of parents once in the beginning of every calendar year. Such declaration shall also include the names and details about age and income of other family members who are fully dependent upon the employee and normally residing with him. The Head of Department of the concerned employee shall verify and countersign the declaration before forwarding it to the head of HR Department. Any new inclusion and continuance of dependency shall be counter-checked by concerned HR Department before taking it on record with due approval of head of HR Department in case of employees of HQ, AAPCs, RMCs, AoC. A format of the declaration is enclosed at Appendix –I. Employees who fail to submit the said declaration upto 31st January shall not be entitled for reimbursement of medical expenses in respect of their dependent family members, except with specific approval of Competent Authority which may be accorded reasons for not being able to submit the same.

(5) (a) Addition of a family member as dependent may be allowed by the Competent Authority after due enquiry / consideration; if

- (i) Parents become dependent on the employee;
- (ii) Marriage of the employee takes place requiring inclusion of spouse's name; or
- (iii) Birth of a child.

(b) Deletion of a family member as dependent may be allowed by the Competent Authority; if

- (i) An existing member becomes ineligible to be included i.e. falling outside the scope of dependency; or
- (ii) Divorce of spouse; or
- (iii) Death of eligible member in the family.

(c) Addition / Deletion of a family member from existing dependents list should be reported to the HR Department within a period of one month of its occurrence.

(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.

(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 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.
- 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.

(k) Nursing Home

(i) Any hospital other than as defined in Para 2(e) or Nursing Home on the list of prevailing CGHS empanelled by the Corporation. (having not less than 50 beds and operated by a Doctor/Registered Medical Practitioner with a Graduate Degree in the specialised branch of medicines) prescribed by the Chairman and Managing Director from time to time for the purpose, through separate Office Order/Notification. The Corporation shall take necessary steps for empanelment of hospitals. In case of employees posted at Regional Marketing Centres and Auxiliary Production Centres (AAPCs) and ALIMCO out reach centre AOC etc., Nursing Home means any hospital on the list of prevailing CGHS having not less than 50 beds and operated by a Doctor/Registered Medical Practitioner with a Graduate Degree in the specialised branch of medicines.

(ii) Employees shall also be eligible for reimbursement of charges incurred on Medical treatment in the following circumstances:

- (a) During official tour of an employee to an outstation.
- (b) During education of a dependent child outside headquarter of an employee with specific approval of Competent Authority and if information in this regard has been furnished in the Annual Declaration.
- (c) During pre-authorized leave spent at other station.

(L) Accommodation / Bed / Room rent charges

The entitlement of room rent during hospitalization of the employee or his family member will be regulated as under :-

Category of Employees	Room Rent Per Day
CMD	Actual
Up to Pay scale of Rs.11100-24700	Rs.1000
All others pay scale Rs.12600-32500 to Pay scale Rs.43200-66000 except CMD	Rs.1300

Note- For ICU Patient Rs.1000 per day over and above daily room charges (Since CGHS does not specify any such rate)

(m) Ambulance charges

Ambulance charges in emergent cases at the time of admitting patients and on their discharge shall be reimbursed on actual basis if the ambulance of the concerned local hospital / Government hospital / local administration is used or subject to a maximum of Rs.500/- if any other Ambulance is used for transporting the patient in serious cases. The reimbursement of Ambulance charges will be subject to the conditions that:-

The facility of ambulance will be used only where it is absolutely essential keeping in view the condition of the patient at the time of admission / discharge and not in a routine manner.

That the journey is undertaken within the municipal limits of same city or the nearest hospital recognized by Management / prevailing CGHS for indoor treatment.

(n) Preventive Health Check up

Preventive Health Check up :- With an aim to develop a system to assess the health status of the employee and his / her spouse and to provide preventive, and follow up services to the employees / spouses, all employees and their spouses between the age of 40 to 50 years may avail the facility of preventive health check up after every 2 years. The employees / spouses of the age of 50 years and above can avail this facility every year. In order to avail this facility which is voluntary in nature, the employees and their spouses may get the following tests carried out at a hospital in the vicinity of his / her work place.

MALE	FEMALE
CBC; Blood Sugar (Fasting & PP); LFT; KFT; T3 T4 TSH; Lipid Profile and ECG, X-Ray / (Ultrasound if prescribed).	CBC; Blood Sugar (Fasting & PP); LFT; KFT; T3 T4 TSH; Lipid Profile; ECG and PAP Smear, X-Ray / (Ultrasound if prescribed).

After getting the above pathological / radiological investigations done from a hospital, the employee / spouse should visit the concerned Specialist / Doctor specified for review of Annual Executive Health Check-up cases or any other specialist in the hospital for undergoing history taking, general physical examination etc. Any additional investigation prescribed by the Hospital may also be got done from the same hospital and thereafter the employee / spouse should obtain a complete medical report from the hospital about the status of his / her health. A copy of the Doctor's prescription along with the medical report of the Specialist shall be submitted by the employee to the Head of the HR Department for keeping the same in his / her personal file. An amount of Rs. 1,500/- each or actual, whichever is lower, shall be reimbursed to the employee on submission of a medical claim. This reimbursement up to the above limit of Rs. 1500/- each shall not be counted for the purpose of annual ceiling fixed for outdoor treatment.

Note:- In case of Directors & CMD, for whom annual medical check up is compulsory under the Annual Performance Appraisal Rules, the reimbursement of expenditure will be on actual basis for the type of tests /investigations prescribed under Govt. Rules or any other test / investigation prescribed by the specialists at the time of undergoing annual check up specified in these Rules.

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 and cost of Medicine for period of 10 Days from the date of discharge will be reimbursed. 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 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 prevailing CGHS package for such operation.

iii) 80% of the balance amount of bills (excluding medicines) raised by the Nursing Home. Medicines during treatment and 10 days thereafter will be reimbursed at full cost.

iv) All the empanelled Hospital covered under prevailing CGHS shall be reimbursed under the following two Criteria:-

(a) Surgical Cases: - only prevailing CGHS approved package rates will be considered

(b) Non Surgical cases: - as follows

Room Rent as per para 2(L)

Medicines = 100% of claimed amount

80% of the balance amount of bills (excluding medicines) raised by the Nursing Home. Medicines during treatment and 10 days after discharge will be reimbursed at full cost.

In such cases where the operation procedure undergone on patient is not available under prevailing CGHS norms then the Surgery fees may be entertained to the maximum extent of 80% of claimed value

Note:- (a)“Package Rate” shall mean and include lump sum cost of inpatient treatment / day care / diagnostic procedure for which a patient has been permitted by the Competent Authority or for treatment under emergency from the time of admission to the time of discharge including (but not limited to)-

- (i) Registration charges
- (ii) Admission charges
- (iii)Accommodation charges including patients diet
- (iv) Operation charges
- (v) Injection charges
- (vi) Dressing charges
- (vii) Doctor / Consultant visit charges
- (viii) ICU / ICCU charges
- (ix) Monitoring charges
- (x) Transfusion charges
- (xi) Anaesthesia charges
- (xii) Operation theatre charges
- (xiii) Procedural charges / surgeon’s fee
- (xiv) Cost of surgical disposables and all sundries used during hospitalization
- (xv) Cost of medicines
- (xvi)Related routine and essential investigations
- (xvii) Physiotherapy charges etc.
- (xviii) Nursing care and charges for its services.

(b) Cost of Implants / stents / grafts is reimbursable in addition to package rates as per prevailing CGHS ceiling rates for Implants /stents / grafts

OR

80% of such implant in case there is no prevailing CGHS prescribed ceiling rates.

(c) Delivery charges of mother on birth of child will be reimbursed as per prevailing CGHS rates.

(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 will be allowed for forty eight (48) hours only including three days medicines after discharge, emergency /discharge certificate from the treating Doctors/hospital should be submitted by the employees at the time of claiming reimbursement from the Corporation.

Note:- The employee who himself or his family member is admitted or plans to be admitted for indoor (inpatient) treatment in a hospital, shall submit an intimation to this effect to the head of HR Department within 24 hours of admission in the prescribed Form (Appendix-II), indicating name, age and relationship with patient, name, status and location of hospital, nature of disease Such intimation can also be communicated by FAX/email.

(d) For the purpose of admissibility of Medical expenses on specialist visit will not be more than Rs.400/- per visit for maximum 4 visits in a week subject to not more than 01 visit per day.

(e) Special Diseases covered under two categories :-

(i) T.B. Cancer and Leprosy as mentioned in Central Government (Medical Attendance) Rules 1944 (as amended) expenses incurred on follow up treatment, check-ups, medicines consultation fees etc. taking place after diagnosis of disease or after hospitalisation will be reimbursed on actual basis, However in case of TB reimbursement will be made for a period of two years from the date of initial diagnosis of the disease. The above mentioned reimbursement of expenditure on follow up treatment against prolonged diseases will be made on the basis of prescription or advice of an Authorised Medical Attendant of specialised field.

(ii) Reimbursement for the expenses on outdoor (outpatient) treatment taken from a Government Hospital or by way of prescription from Medical Officer of Corporation by an employee for his/her treatment of special diseases specified in the Govt. of India rules (such as Mental, Thalassemia Major, Chronic Active Hepatitis B, C & D infections) & Diabetes, Cardiovascular disease, hypertension, chronic respiratory disease and chronic renal failure. Homeopathic and Ayurvedic treatment for the above special diseases will also be admissible if taken from a Government Hospital or by way of prescription from Medical Officer of Corporation subject to maximum ceiling one month basic pay in a financial year on production of prescription and cash memos for purchase of medicine including insulin for diabetics and other pathological charges. The above reimbursement will be subject to payment of income tax as per the income tax Act.

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 (e) 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 THE PROCEDURE THEREFOR.

a) Claims for reimbursement of medical expenses should be submitted in the prescribed form accompanied with the prescription of the AMA/Registered practitioner / Specialist as the case may be along with Cash Memos/Cash receipt and discharge slip in original in case of hospitalization.

b) 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.

c) 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.

Note:- In case para 5 (a) to 5 (c) where the Medical Officer of the Corporation is not available in that case the Head of HR Department shall exercise the power to forward the bills in Finance Department.

6. TRAVELLING ALLOWANCE:-

Railway fare for patient and one attendant will be admissible to an employee as per his/her entitlement under Travelling 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.

Note:- In case where the Medical Officer of the Corporation is not available in that case the Head of HR Department may give the recommendation.

c) The amount of advance will be limited to two months pay of the employee or Rs.20,000/- or such other amount as the Medical Officer / Authorised Medical Attendant/HOD HR or the T.B/Cancer specialist may recommend, whichever may be less. So long as the total advance does not go beyond this figure, the advance may be drawn for one illness in more than one instalment as may be estimated and recommended by the AMA/Medical Officer/Specialist.

(d) The advance will be adjusted against the admissible Medical Reimbursement claims submitted by the employee for the illness and the balance of advance or difference amount paid to hospital and amount of entitlement, 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 instalments 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 five years.

9. INTERPRETATION AND RELAXATION:-

CMD, may, from time to time issue such orders as may be expedient for the purpose of the proper administration of these regulations including the adoption of such safeguards as are necessary to make such provisions as are expedient for the purpose of providing such cases or category of cases or any circumstances or category of circumstances as are not adequately covered by these regulations.

The Chairman-cum-Managing Director has the authority to interpret these regulations and to modify / withdraw any of these rules without previous notice of its intention and to give effect thereto from the date of issue or from any other subsequent date. In case of any doubt or dispute in regard to interpretation of these Rules, the decision of the Chairman-cum-Managing Director shall be final.

The CMD will have the authority to allow any person for any medical treatment in any hospital within India in cases where medical condition of such patient so requires.

The CMD will have the authority to approve relaxation of any of the provisions of these Rules and / or the supplementary rules and / or the amendments issued thereto in respect of a category or categories of employees for reasons to be recorded in writing. However, he may at his discretion seek a decision of the Board of Directors on matters involving substantial questions of policy.

In case any particular aspect related to the Medical facilities is not covered in these Rules, the matter shall be referred to CMD for taking a final decision, which shall also be updated in these Rules.

Appendix - I

Artificial Limbs Manufacturing Corporation of India
NAME OF THE CENTER /OFFICE _____

DECLARATION ABOUT FAMILY MEMBERS FOR CLAIMING REIMBURSEMENT OF MEDICAL EXPENSES AS ON _____

(To be submitted on first week of January every year)

I, _____ (Name) _____
(Designation) working at _____ (office) do hereby declare that:

1. The members of my family and other dependents for whom I shall be claiming reimbursement of medical expenses are as under :-

Sl. No	Name (Shri/Smt.)	Date of Birth /Age	Relationship with employee	Martial Status (Married/Unmarried/Widow)	Since when residing with employee

2. My wife / husband is employed in _____/is not employed, and she / he will / will not claim reimbursement from ALIMCO OR her / his employer.

3. My brother (s) / unmarried sister (s) employed in _____ (Govt. Public Sector/Private Sector) will not claim reimbursement of medical expenses in respect of above dependents (Parents/Brothers/Sisters) for whom I shall claim.

4. My other brother (s)/sister (s) are not contributing to the upkeep of my dependent (s)(Parents/Brothers/Sisters) because of the following reasons : _____

5. My son / daughter as indicated at serial No. _____ above is presently living at _____ for pursuing higher studies in _____.

6. Certified that the person (s) for whom reimbursement will be claimed by me is/are wholly dependent on me and residing with me. Their income from all sources put together does not exceed the existing prescribed limit under the Medical Attendance Rules in each case.

7. I undertake to inform the Management about deletion/addition in the above list within a period of 30 days of occurrence.

Signature of the employee
Name _____

Date :

SIGNATURE & COMMENTS OF THE CONTROLLING OFFICER :

To be forwarded to : HR Department for Approval & Record

Artificial Limbs Manufacturing Corporation of India

NAME OF THE CENTER /OFFICE _____

INTIMATION FORM TO BE SUBMITTED AT THE TIME OF HOSPITALIZATION

I, _____ (Name) _____
 (Designation) working at _____ (office) hereby intimate that
 myself/the following member of my family, is to be admitted in the hospital for indoor treatment
 on _____:

Name of the dependent patient (Shri/Smt.)	Age	Relationship with employee	Martial Status (Married/Unmarried/Widow)
		Self	

2. Address of Hospital & Name of the :
 Treating Doctor

3. Whether recognized under CGHS :

4. Nature of Disease / Ward in which admitted :

5. Place at which patient had fallen sick :

6. Likely number of days of Indoor Treatment :

7. Any other information :

Certified that the above person is wholly dependent on me under the Medical Attendance Rues and his/her name is already intimated/included in the list of Dependents.

Signature of the employee
 Name _____
 Contact No : _____

Place :
 Date :
 To
 H R Department
