

**AUD Medical Attendance  
and  
Treatment Regulations, 2016**

(Approved by the Board of Management in its 19<sup>th</sup> Meeting held on 19.04.2016)



**AMBEDKAR UNIVERSITY DELHI**  
Lothian Road, Kashmere Gate, Delhi – 110 006

## AMBEDKAR UNIVERSITY DELHI

### AUD MEDICAL ATTENDANCE AND TREATMENT REGULATIONS, 2016

In pursuance of the letter No. F.25(III)/DGEHS/292/DHS/2014/90221-23 dated 27.04.2015 from the Director, Health Services, Directorate of Health Services, Delhi Government Health Scheme, the Board of Management of the Ambedkar University Delhi (AUD) hereby makes the following Regulations relating to medical attendance and treatment as applicable to the teaching and non-teaching employees of the University.

1.	<b>Short Title</b>	<p>(i) These Regulations may be called as the Ambedkar University Delhi Medical Attendance and Treatment Regulations, 2016 and shall, hereinafter, be referred to as MAT Regulations, 2016.</p> <p>(ii) These Regulations shall be applicable to the employees of the University.</p>
2.	<b>Extent of Application</b>	<p>The MAT Regulations shall apply to –</p> <p>(i) All the regular employees of the University including those on probation;</p> <p>(ii) Those on deputation/ foreign service from Govt. departments/Universities, unless they are governed by any other rules;</p> <p>(iii) All retired employees and their dependent spouses who served at least five years continuous service on regular basis including tenure appointment against statutory posts, provided he/she is not availing the medical facilities from any other source.</p> <p>Note:</p> <p>(1) The concessions granted under the MAT Regulations are applicable to their dependent family members as well, subject to such conditions, or exceptions, as specified in these Regulations.</p> <p>(2) The MAT Regulations shall, however, <b>not</b> applicable to casual workers, <i>re-employed government officers/staff</i> and Consultants.</p>
3.	<b>Definition</b>	<p>In these Regulations:</p> <p>(i) 'Authorized Medical Attendant (AMA)' means a qualified registered medical practitioner possessing recognized medical qualifications not below MBBS degree in the</p>

		<p>allopathic system or its equivalent in Homoeopathy or the Indian system of medicine including a specialist appointed by the University as such.</p> <p>(ii) "University" means the Ambedkar University Delhi established under the Dr BR Ambedkar Vishwavidyalaya Act, 2007 (Delhi Act 9 of 2007).</p> <p>(iii) "Employee" means a serving employee of the University to whom this MAT Regulations will apply.</p> <p>(iv) "Competent Authority" means the Vice-Chancellor or any other Officers of the University to whom the powers may have been delegated under the Delegation of Financial Powers, subject to any conditions that may be specified in the delegation.</p> <p>(v) "Family" means employee's :</p> <p>(a) Husband/wife including more than one wife and also judicially separated wife.</p> <p>(b) Parents and Stepmother.</p> <p>In the case of adoption, only the adoptive and not the real parents. If the adoptive father has more than one wife, the first wife only. A female employee has a choice to include either her parents or her parents-in-law, option exercised can be changed only once during service.</p> <p>(c) Children including legally adopted children, stepchildren and children taken as wards subject to the following conditions:</p> <p>i. <u>Unmarried son</u>: Till he starts earning, or attains the age of 25 years, whichever is earlier.</p> <p>ii. <u>Daughter</u>: Till she starts earning or gets married, whichever is earlier, irrespective of the age-limit.</p> <p>iii. <u>Children suffering from any permanent disability of any kind (physical or mental)</u>: No age-limit</p> <p>(d) Widowed daughters and dependent divorced / separated daughters irrespective of the age limit.</p>
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		<p>(e) Sisters including unmarried /divorced/ abandoned or separated from husband /widowed sisters – irrespective of age limit.</p> <p>(f) Minor brothers – Up to the age of becoming a major.</p> <p><b>Dependency:</b></p> <p>The income limit for dependency of the family members (other than spouse) is Rs.3500/- pm plus the amount of Dearness Relief admissible on Rs.3500/- on the date of consideration of the claim.</p> <p>Parents residing with either the University employee or the rest of the family members in a station other than the employee's headquarters are eligible for reimbursement.</p> <p>(vi) All other definitions, conditions, clauses, procedure and treatments shall be governed as per the provisions contained in the Central Services (Medical Attendance) Rules of the Govt. of India or CGHS/DGEHS as the case may be.</p>
4.	<p><b>Outdoor Treatment (Treatment as outpatients)</b></p>	<p>(i) Consultation fee</p> <p>The rates of consultation of OPD treatment is Rs.150/- per visit for both empanelled private registered doctors and empanelled hospital doctors approved and announced by the University/CGHS/DGEHS. Employee must ensure that in order to get medical claim, the treating doctors should have the following qualifications.</p> <ul style="list-style-type: none"> <li>- MBBS and above for allopathic treatment</li> <li>- BAMS/BHMS and above for Ayurvedic/ Homeopathic treatment</li> </ul> <p>(ii) While visiting doctors for treatment it should be ensured that doctors should prescribe the medicine only pertaining to their field of specialization. An Ayurvedic doctor should not prescribe non-Ayurvedic medicines and <i>vice-versa</i>.</p> <p>(iii) The OPD treatment from private registered</p>

		<p>practitioners i.e. Empanelled/ Govt. hospital, reimbursement is allowed for consultation fee upto four consultations (which include repeat follow up prescription) in a total spell of 10 days from the first date of consultation. In case of Indian Systems of Medicine and Homeopathy, the reimbursement will be allowed for four consultations at an interval of 10 days, the total during being restricted to 40 days from the first date of consultation. In case, consultation of a Specialist/ other medical officer is required in the opinion of and only on reference of CMO/MO, the limit of four consultation within 10 days will count from the date of which the specialist/ other medical officer is consulted.</p> <p>(iv) If consultation is taken on the 10<sup>th</sup> day and further medicines are prescribed, the consultation fee for that day shall not be reimbursable. In such cases, the patient should go to OPD of Govt. recognized hospital.</p> <p>(v) Cost of medicines, prescribed during these consultations only (i.e. upto 10 days) is reimbursable.</p> <p>(vi) Consultation and injection can be had together and prescribed fee for each can be claimed.</p> <p>(vii) A proper cash receipt from doctor should be obtained for the consultation fee paid by the employee.</p> <p>(viii) <b>Hearing Aids:</b> The beneficiaries shall be eligible to obtain hearing aid(s) after the same has been recommended by a Government E.N.T. Specialist on the basis of audiometric and audiological assessment. The revised ceiling rates fixed for various types of Hearing Aids (for one ear) are also given therein.</p> <p>(ix) <b>Dental Treatment:</b> The expenses incurred by the Government employees in connection with the following type of Dental treatments taken from recognized hospitals is reimbursable to CGHS / DGEHS beneficiaries. The same has also been allowed to the University employees:</p>
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		<ul style="list-style-type: none"> <li>(a) Extraction</li> <li>(b) Scaling and gum treatment</li> <li>(c) Root canal treatment</li> <li>(d) Reimbursement of complete denture</li> <li>(e) Gum treatment – treatment of Pyorrhoea and Gingivitis</li> </ul> <ul style="list-style-type: none"> <li>(x) Special Medical treatment like Chemotherapy / Radiotherapy / Dialysis as outdoor patient is allowed as per the CS(MA) Rules.</li> <li>(xi) The medicines should be purchased from an authorized chemist only for Allopathic/ Ayurvedic/Homeopathic medicines. Where medicines/injections are dispensed by the doctors emergency, they should mention the name of medicine/injection &amp; cost of medicines in their letter heads. Medicines dispensed by Homeopathic/ Ayurvedic doctors who do not have batch numbers or dispensed in 'Pudia' or small handmade packets are not reimbursable.</li> <li>(xii) For treatments of Diabetes, Arthritis, BP, Hypertension etc. maximum 3 months medicine can be prescribed by the treating doctor under one prescription. The employee may have to submit a certificate from the doctor after 3 months regarding the status of the health of the patient and further continuance of medicine/treatment if required.</li> <li>(xiii) Any test prescribed by the treating doctor should be undertaken at recognized empanelled hospitals or diagnostic centers only. Copy reports of the tests undertaken are required to be attached while submitting the bill for reimbursement.</li> <li>(xiv) The reimbursement of expenditure incurred on full medical checkup shall be made to University employees after the age of 40 years on every two years basis and after the age of 55 on every year basis. The upper cap for amount to be reimbursed will be fixed by the University.</li> </ul>
5.	<b>Indoor Treatment</b>	<p>Empanelment of hospitals:</p> <ul style="list-style-type: none"> <li>(i) Hospitals empanelled for Cashless facilities and MoU will be signed accordingly with them.</li> </ul>

		<p>(ii) MoU will be signed with other willing hospitals which are empanelled with DGEHS/CGHS for providing indoor as well as outdoor services on CGHS/DGEHS rates but the employees will pay for their medical bill to the empanelled hospital and may get reimbursement from the University as per CS (MA) Rules.</p> <p>(iii) In respect of hospitals on the approved panel of CGHS/DGEHS (wherein MoU has not been signed due to any reason) reimbursement of medical expenses shall be allowed and restricted to treatment on CGHS/DGEHS/AIIMS or the rates approved by the *St. Stephen's Hospital, Delhi whichever is advantageous to the employees of AUD (*Ref. 10<sup>th</sup> Meeting of Establishment Committee dated 19.03.2014 and 16<sup>th</sup> Meeting of Board of Management dated 04.04.2014).</p> <p>(iv) <b>Entitlement of beds/accommodation is as under:</b></p> <table border="0"> <thead> <tr> <th>S. No</th> <th>Basic Pay Range</th> <th>Private Hospitals/ Panel Hospitals</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Up to Rs.13,950/-</td> <td>General Ward</td> </tr> <tr> <td>2.</td> <td>Rs.13,960/- to 19,530/-</td> <td>Semi-private Ward</td> </tr> <tr> <td>3.</td> <td>Rs.19,540/- and above</td> <td>Private Ward</td> </tr> </tbody> </table> <p>Maximum room rent reimbursable for different Categories would be as per CGHS rates.</p>	S. No	Basic Pay Range	Private Hospitals/ Panel Hospitals	1.	Up to Rs.13,950/-	General Ward	2.	Rs.13,960/- to 19,530/-	Semi-private Ward	3.	Rs.19,540/- and above	Private Ward
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6	<b><i>Reimbursement of medical expenses in case of indoor treatment at private recognized hospitals or nursing homes not on the panel of the University</i></b>	Reimbursement for treatment received by way of indoor treatment in private hospitals or nursing homes not on the panel of the University shall <b>not</b> be permissible. In such cases, the reimbursement shall be allowed and restricted to rates of CGHS/DGEHS/AIIMS or St. Stephen's Hospital rates whichever is advantageous to the employees of AUD.												
7	<b><i>Emergency Treatment/Hospitalization</i></b>	In case of an accident or any other serious emergency, treatment can be taken from the nearest available non-panel hospital also. A certificate should be obtained from the hospital with regard to type of emergency and furnish the same with medical claim for reimbursement.												
8	<b><i>Facility of joint declaration where both the spouses are in the employment of Govt./Govt. undertakings/Universit</i></b>	Where both the spouses are in the employment of central government or state government or corporation or autonomous bodies or any other organization which provide medical facilities/allow medical reimbursement of medical expenses, they may choose either the facilities under the said												

	<i>ies/Colleges etc.</i>	rules of the University or facilities provided by the organization in which the spouse is employed. They shall submit a joint declaration for claiming such benefits from the office of either spouse at the initial stage. However, this declaration can be changed with the prior approval of the competent authority.
9	<b>Medical facilities for Retired Employees as defined at clause 2 (iv) of Medical Attendance and Treatment Regulations</b>	<p>(i) For indoor treatment it is same as given at Sl.No. 5 above</p> <p>(ii) For outdoor treatment subject to the ceiling of their eligible category at the time of his /her retirement on submission of a certificate that he / she has actually incurred expenditure on their outdoor treatment.</p> <p>(iii) For ailment such as tuberculosis, cancer, joint replacement, heart disease, kidney failure and organ transplant etc. facilities of drawing advance up to 90% of estimated medical expenditure may be provided to the retired employees, but advance will directly be given to the empanelled hospital.</p>
10	<b>General conditions for medical treatment/ Reimbursement/ submission of claims</b>	<p>(i) All the medical reimbursement claims, shall be submitted by the employee concerned in a prescribed format by the University under CS (MA) Rules, 1944.</p> <p>(ii) The bills should be duly supported by original receipts, cash memos, prescriptions, essentiality certificate and other relevant documents as prescribed from time to time in respect of claims for reimbursement of charges for tests conducted or treatment received in hospitals, e.g., X-Ray, Blood Tests, etc. All these supporting documents should be countersigned (with official stamp) by the Medical Officer in charge of the hospital.</p> <p>(iii) As per this regulations, separate claim for each individual employee are required to be submitted on the prescribed medical claim form i.e. certificate A for OPD treatment and Certificate B for hospitalization/ indoor treatment.</p> <p>(iv) It should be ensured that hospital bills for treatment as in-patient clearly indicate the charges under different heads separately and that only cost of admissible items are claimed.</p> <p>(v) The medical bills should be submitted within 180 days from the date of completion of the</p>

		<p>treatment. However, the late submission' of bill under unavoidable circumstances will be entertained subject special circumstances prescribed under CS (MA) rules.</p> <p>(vi) General health Tonics, Vitamins, medicines of cosmetic nature and products marketed as food supplements are not reimbursable. The notified &amp; published list of non-reimbursable medicines by the Ministry of Health &amp; Family Welfare, Govt. is also available.</p> <p>(vii) The essential vaccination for dependent children of the AUD employees will be allowed as per the extant rules/guidelines issued by the Ministry of Health &amp; Family Welfare, Govt. of India/ Govt. of NCT of Delhi from time to time.</p> <p>(viii) Charges for a maximum of 10 injections (it may go upto 15 in special cases) can also be reimbursed.</p> <p>(ix) In case of prolonged treatment (extending beyond 10 days or requiring more than 15 injections), the patient should be referred to the OPD of Govt. recognized hospital. Cases requiring hospitalization must be referred to a Govt. recognized hospital.</p> <p>(x) In case of medical attendance received at the OPD of a Govt. recognized hospital/ dispensary, all charges levied as per rules of such hospital/ dispensary, shall be reimbursed.</p> <p>(xi) Reimbursement of cost of medicines will be limited to prices indicated in labels, carton etc.</p>
11	<b>Medical Advance</b>	The medical advance is applicable for hospitalization purpose only. As per CS (MA) rules, up to 90% of the estimated expenditure is granted in case of Cancer, Cardiac, Liver or Spinal Treatments.
12	<b>Controlling Officer</b>	The Controlling Officer to pass claims for reimbursement of medical expenses shall be as per the provisions under the Delegation of Financial Powers approved by the Board of Management from time to time.
13	<b>Standing Committee</b>	The Vice-Chancellor shall constitute a Standing Committee including therein representatives of the DGEHS or CGHS, Govt. of India. The Committee shall review the MAT Regulations of the University periodically. The Committee shall suggest improvement in the MAT Regulations including

		empanelment of hospitals from time to time and also other related matters including redressal of the grievances of the employees, if any in connection with the MAT Regulations. The Vice-Chancellor on the advice of the Standing Committee shall also have the power to relax the provisions of the MAT Regulations in individual cases of hardship for reasons to be recorded in writing.
14	<b><i>Interpretation of Rules</i></b>	If any question arises regarding the interpretation of these regulations, it shall be referred to the Vice-Chancellor, whose decision shall be final.
15	<b><i>Any other matters</i></b>	For all other matters not covered under this MAT Regulations, the provisions of CS (MA) Rules 1944, duly amended from time to time and other clarifications issued by the Director General, Health Services (DGHS), Government of India and guidelines issued by the Govt. of NCT of Delhi would be mutatis mutandis applicable to the employees of the University.

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