

Instructions

1. Formalities need to be completed such as giving the family declaration for the dependent family members etc.
2. Employee should visit either the Institute Medical officer or any Govt. Hospital for necessary examinations/ consultation.
3. The employee may visit private hospital/Doctor for necessary examinations/ consultation only if referred by Institute Medical Officer.
4. In case of emergency employee may visit hospital/Doctor directly for necessary examinations/ consultation.
5. Purchase of Medicine: After visiting the consultant at the Hospital, the medicines prescribed by the consultant can be purchased from any pharmacist from market within ten days, if they are not available with the dispensary of the Institute.
6. In case of employee hospitalization in his/her headquarter city based on the OPD consultations, necessary referral should be obtained from Institute Medical Officer.
7. The account section shall reimburse the charges on production of medical claim form with proper entries, prescriptions and original bills submitted through the Medical Officer appointed by the Institute and duly approved by the Director of the Institute.
8. The bill should be submitted within 3 months after the purchase of medicines/discharge from the hospital.
9. Eligibility Criteria and Rates: The charges for treatment undertaken in Govt. Hospital/ CGHS approved/empanelled Hospitals will be fully reimbursed. Rates for reimbursement shall be CGHS rates, or actual whichever is lower in case of private hospital/consultant.
10. The reimbursement will be settled as per Govt. of India rules and Institute norms applicable from time to time.