

CHAPTER - 18
MEDICAL ATTENDANCE RULES

Chapter — I

Preliminary

1. (1) These rules may be called the Coal Mines Authority Limited Services Medical Rules or in short "C.M.A. Medical Rules".
- (2) They shall apply to :
 - [a] Officers employed in Executive Cadre pay scales.
 - [b] Officers of National Coal Development Corporation Ltd. in CPC paye scales (with subsequent modifications if any).
 - [c] Pre-Wage Board monthly rated employees governed by what are known as "Corporation Rules" framed by the National Coal Development Corporation Ltd. for such employees or the Civil Rules or Railway Rules.
- (3) The daily rated, piece-rated and post Wage Board monthly rated employees of National Coal Development Corporation Ltd. and the daily rated, piece-rated and monthly rated employees, whose services were taken over by the Coal Mines Authority Ltd. under the Coal Mines (Nationalisation) Act, 1973, besides other similar employees who may be appointed after these rules come into force, will be entitled to medical facilities etc. as laid down in Chapter VI and IX of these Rules.
- (4) Save as otherwise provided in these Rules, nothing contained therein shall apply to :
 - [a] employees who are on leave or on deputation abroad,
 - [b] work charged staff, purely temporary and casual workers and those without any definite tenure of employment.
- (5) These Rules shall come into force from 4th March, 1974, the date of approval of the Chairman of the Coal Mines Authority Ltd. and shall be applicable to the National Coal Development Corporation Limited, a subsidiary of CMAL from the same date.

Chapter — II

2. In these Rules, unless there is any thing repugnant in the subject or context.
 - 2(a) "Company" means the Coal Mines Authority Limited (in short CMAL) and includes its subsidiary Company namely the National Coal Development Corporation Limited and the Central Mine Planning and Design Institute.
 - 2(aa) "Authorised Medical Attendants" means :
 - (i) In respect of an employee who belongs to the officers cadre, or whose basic pay exceeds Rs. 730/- per month the Principal Medical Officer or any Doctor of the Company, or in the absence of such a Medical Officer of the Company at the station any government medical Officer at the station.
 - (ii) In respect of employees not belonging to the officers cadre, or whose basic pay does not exceed Rs. 730/- per month any Doctor of the Company or in the absence of such a Medical Officer of the Company at the station other Medical Officer appointed by the Government to attend to such of its officers.

Note : (1) To determine the status of an employee, the actual basic pay he is drawing at the time he falls ill should be taken into account.

- Note : (2) In the case of re-employed pensioner the pension should be taken into consideration along with pay for the purpose of determining the grade for the purpose of Medical Attendance and treatment.
- Note : (3) The authorised medical attendant of a Company employee is determined with reference to the place at which he falls ill, whether it be his permanent residence or place of casual stay or the place where he may be spending his leave.
- Note : (4) Honorary Medical Officer outside hospital practitioners are just like private medical practitioners and so cannot be regarded as the authorised medical attendance under the Rule.
- Honorary Specialists employed in State hospitals should be consulted only at the hospital and no fee is to be paid to them as Company employees will be entitled to the services of the honorary specialists in the same manner as other patients attending the hospital.
- 2(b) "Managing Director" means the Managing Director of either the Central Division, Eastern Division or Western Division of the Company as the case may be and in the areas and units which are not under any of these Managing Directors such officers as may be specified for the purpose by the Chairman, Coal Mines Authority Ltd.
- 2(bb) "Competent authority" means such officer of the company so specified by the Chairman, CMAL for the purpose of these Rules.
- 2(bbb) "Controlling Officer" means such officer of the company as may be so specified by the Managing Director or Chairman, CMAL from time to time.
- 2(c) "Chief Medical Officer" means the Chief Medical Officer of the Central Division or the Eastern Division or the Western Division as the case may be or any other officer specified for the purpose of these Rules by the Managing Director of the concerned Divisions and in the case of the units/establishments which do not fall within the jurisdiction of any of these units, such officer as may be specified for the purpose by the Chairman, CMAL.
- 2(cc) "District" means the district in which the Company employee falls ill.
- 2(ccc) "Station" means the Headquarter station of the employee's place of duty.
- 2(d) "Hospital" means hospital of the Company or Government Hospital, a hospital maintained by a local authority and any other hospital with which arrangements have been made by the Company for the treatment of its employees, where a company hospital does not exist.
- Note : "Local Authority" means Municipal Committee or District Board.

I. CONSULTATION FEES

Attendance at the residence of the patient or at the residence of the Medical Officer or Consulting Room.

	First	Subsequent
For Medical Officer of the State of not less than Civil Surgeon/ Specialist	Rs. 16.00	Rs. 10.00
General Practitioner	Rs. 8.00	Rs. 5.00

II. INJECTION FEES

Injection	For Medical Officer in charge of a Hospital per injection	For General Practitioner per injection	For Registered Compounders/ Nurses per injection
Intra-venous	Rs. 5.00	Rs. 3.00	Nil
Intra-muscular	Rs. 3.00	Rs. 3.00	Re. 1.00
Subcutaneous	Rs. 2.00	Rs. 2.00	Re. 1.00

Note : Rates for administering Special Injection by Doctor will be decided by Chief Medical Officer.

2 (e) Medical attendance means :

- (i) in respect of an employee specified in Rule 2 (aa) (i) of this Chapter attendance in hospital or at the residence of the employees including such pathological bacteriological, radiological or other methods of examination for the purpose of diagnosis as are available in any Company Hospital or in the absence of any Company Hospital at or near the place where an employee falls sick, in any Government Hospital in the district and are considered necessary by the authorised medical officer in the service of the Company or Government stationed in the district as the authorised medical attendant certifies to be necessary, to such extent and in such manner as the specialist or Medical Officer may in consultation with the authorised medical attendant, determine.
- (ii) in respect of any other employee as specified in Rule 2 (aa) (ii) of the Chapter attendance at hospital or in the case of illness which compels the patient to be confined to his residence, at the residence of the Company employee including such method of examination for purpose of diagnosis as are available in the nearest Company Hospital or in absence of a Company Hospital at the station where an employee falls ill, in the nearest Govt. Hospital, and such consultation will a specialist or other medical Officer of the Company or Government stationed in the district or in the state as the authorised medical attendant certifies to be necessary to such extent and in such manner as the specialist or medical officer may, in consultation with the authorised medical attendant, determine.

Note : 1 'Medical Attendance' includes attendance at the hospital or at the residence of the employee or at the consulting room of the authorised medical attendant by arrangement with him.

Note : 2(i) Pathological, bacteriological, radiological or other methods of examination for the purpose of diagnosis should be carried out only in a Company Hospital or a Laboratory. Where no such Company Hospital or Laboratory exists, the examination should be carried out at the nearest Government Hospital, where such facilities exist.

Note : 2(ii) At the time of claiming refund of expenses incurred on this account, the employees concerned should produce a certificate from the authorised medical attendant that such examinations were considered necessary by him.

Note : 3 Employees are entitled to receive injections at the consulting room of the authorised medical attendant.

2 (f) 'Patient' means an employee to whom these Rules apply and who has fallen ill.

2 (g) 'State' means the state in which a patient has fallen ill.

2 (h) 'Treatment' means the use of all medical and surgical facilities available at the Company Hospital or Government Hospital as the case may be, in which the employee is treated and includes :

Note : 1 The cost of vaccinations and injection for prophylactic and immunising purposes taken before commencement of international travel by employee and their families in order to procure health

certificates to them from Company funds, provided they are travelling on duty or on authorised leave in circumstances in which they are entitled to fares at Company expenses. Cost of medicines normally stocked in Company's Hospital and used for prophylactic purposes may also be reimbursed subject to certification of Company's Doctor about the non-availability of the medicine in the Company's Medical Stores.

Note : 2 Dental treatment even when it is obtained at Company's Hospital under the advice of the authorised medical attendant is not covered by these rules but if the diagnosis of the physiological or other disability from which an employee is suffering indicates that teeth are the real source of disturbance he is entitled to free dental treatment provided it is of a major kind, such as treatment of jaw bone disease, whole-sale removal of teeth etc. It does not include scaling of teeth or the free supply of artificial denture or treatment from a private dentist or outside hospital, even on the advice of the authorised medical attendant.

Explanation :Surgical operation needed for removal of odontomes and impacted wisdom-teeth also fall under the category of dental treatment of major kind. Treatment of gum boil comes under oral surgery (surgery of the mouth) and as such it is admissible under the rules. Treatment of pyorrhea of teeth and gingivitis is not covered.

Note : 3 Under these rules massage treatment is not admissible but claims in respect of such treatment may be admitted with the special sanction of the Managing Director, subject to the fulfilment of the following conditions.

- (1) that massage treatment should be undertaken on the advice of the authorised medical attendant;
- (2) that it should be carried out by trained masseur;
- (3) that the progress of such treatment should be reported at intervals to the authorised medical attendant; and
- (4) that it should be certified by the authorised medical attendant that the treatment has been completed or that the case has reached the stage of maximum benefit from the treatment.

(Each case of this kind will be examined on its merits and a refund not exceeding Rs.10/- per visit of the masseur may be allowed)

Note : 4 If an ambulance is used to convey a patient to a place of treatment or to convey a patient from one hospital to another hospital for purposes of certain medical examinations etc., the charges incurred by the Employee on that account are refundable under the Rules.

Note : 5 The ambulance charges incurred by the employees are not refundable under the Rules, if the ambulance does not belong to Company or Government, or local fund, or to the hospital to which the patient is admitted, or when it is required to convey the patient from the hospital to the residence.

Note : 6 Taxi charges and other conveyance charges incurred to convey a patient from his/her residence to the hospital are not admissible under the rules.

Note : 7 There is no provision in the Rules for the payment of charges on account of an attendant at the hospital.

2(h)(i) The employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the authorised medical attendant;

2(h)(iii) the supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital.

Note : Treatment as an outdoor patient in any hospital is free. If an employee attends a Company Hospital or Government Hospital, as the case may be, as an outdoor patient and if the authorised medical attendant prescribes the medicines which he purchases from the market, then the cost of medicines may be refunded. But an "essentiality" certificate in the form given under Rule 2(h) (iii) of this Chapter should be produced.

2(h) (iii) the supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the authorised medical attendant may certify in writing to be essential for the recovery or for the prevention of serious deterioration in the condition of the employees.

Note : 1 The refund of the cost of preparations which are not medicines but are primarily foods, tonics, toilet preparations or disinfectants is not admissible under the Rules.

(Prescription of expensive drugs, tonics, laxatives or other elegant and proprietary preparations for the use of the Company employees and member of the families when drugs of equal therapeutic value are available in the hospitals and dispensaries is prohibited. An Officer nominated by the Chairman shall publish from time to time a list of medicines and other items the cost of which is not reimbursable)

Note : 2 Sales tax paid by the Employees while purchasing special medicines from the market is refundable under the Rule. Packing and postage charges paid by employees for purchasing special medicines from outstations are not refundable.

Note : 3. All claims for refund of expenses incurred on account of the purchase of the special medicines should be accompanied by an "essentiality certificate" from the authorised medical attendant. The certificate should be in the following form :

I, Dr..... hereby certify

(a) that the patient was admitted in the hospital on the advice of
..... (name of the doctor)

(b) that the patient has been under treatment at and that the undermentioned medicines prescribed by me in this connection were essential for the recovery/prevention of serious deterioration in the condition of the patient. The medicines are not stocked in the (name of the hospital) for supply to private patient and do not include proprietary preparations for which cheaper substance of equal therapeutic value are available, for preparations which are primarily foods, toilets or disinfectants.

Name of the Medicines

Price

- 1.
- 2.
- 3.
- 4.
- 5.

(c) That the injections administered were/were not for immunising or prophylactic purposes.

(d) that the patient is/was suffering from and is/were under my treatment from to

(e) that the X-Ray, Laboratory test etc. for which an expenditure of was incurred were necessary and were undertaken on my advice at (name of the hospital or laboratory).

(f) that I called in Dr..... for specialist consultation and that the necessary approval of the (name of the Chief Administrative Medical Officer of the company) as required under the Rules was obtained.

Signature & Designation of the
Medical Officer in-charge of
the case at the Hospital

Note : 4 In cases in which the authorised medical attendant does not consider treatment as an inpatient in a hospital necessary, the cost of special medicines prescribed by him at his consulting room may be reimbursed notwithstanding the fact that the medicines are actually used by the patient at his residence. Refund of medical expenses on account of the cost of the medicines intended for injection, prescribed at the consulting room of the authorised medical attendant in the case of a member of the family of an employee and administered at the residence of the patient will not, however, be admissible.

Note : 5 Blood transfusion charges is admissible under the Rules. Blood transfusion charges paid to a Government institution or any other local organisation recognised by the State Government for the supply of blood to patient in hospital are refundable under the Rules. Where such institutions or organisations do not exist or blood of the type required for an employee is not available with them there should be no objection to the purchase of blood plasma from Chemist or to obtaining blood from a private donor and the cost there of reimbursed to the employee provided the authorised medical attendant has certified to the effect that the supply of blood required is not available from a Company institution, or Govt. institution or a recognised organisation and that the price paid for the blood was reasonable.

2(h) (iv) Such accommodation as is ordinarily provided in hospital and is suited to his status.

Note : 1 In the event of accommodation to the status of an employee being not available, accommodation of a higher class may be allotted provided it can be certified by the Medical Superintendent of the Hospital :

- (i) that accommodation of the appropriate class was not available at the time of admission of patient, and
- (ii) that the admission of the patient into the Hospital could not be delayed without danger of his/her health until accommodation of the appropriate class became available.

Note : 2 Electric lighting charges and fan charges from part of accommodation charges of charges for a heater are not refundable under the Rules if only a portion of the accommodation is air-conditioned and a patient is given the choice of occupying that room, when, however, air-conditioning or use of a heater is a normal part of hospital amenities provided to all private ward or removal of the patient to an air-conditioned room in the same hospital for certain hours is considered absolutely necessary by the Medical attendant and there is no choice left to the patient, the expenses incurred on that account may be refunded.

2(h) (v) such nursing as is ordinarily provided to inpatients by the hospital, and

Note : 1 In some cases special nursing becomes necessary and those cases should be considered on their own merits and a refund admitted to the extent justified in each case with the special sanction of the Chief Medical Officer. The employees should, however, produce a certificate in the form given below. The special nurse should be engaged only when their services are absolutely essential and that too for the minimum period necessary. The approval of the Medical Superintendent of hospital should also be obtained before nurses are employed.

Certificate Form

I certify that employed in the
..... has been under treatment for
disease at the hospital and that the services of the
special nurse for which expenditure of Rs..... was incurred
vide bills and receipts attached, were essential for the recovery/prevention of serious
deterioration in the condition of the patient.

Countersigned :
Medical Superintendent
..... Hospital

Signature of the Medical Officer
incharge of the case at the
Hospital

Note : 2 Actual expenses incurred will be reimbursed, subject to a maximum rate of Rs.16/- per night. While the restriction imposed in the Central Govt. Rules that a Government servant should bear upto 25% of his monthly pay to meet the cost of special nursing will not be imposed, reimbursement for special nursing will be limited to a period of 10 days. Sanction of the Chief Medical Officer to the effect that special nursing was necessary and will be required to entitle reimbursement.

2(h) (vi) the special consultation described in clause (e) but does not include dieter provision at the request of the employees of accommodation superior to that described in the sub-clause (iv).

Note : Diet charges are not admissible under the rules but Diet charges paid at hospital for employees drawing pay less than Rs.270/- in the Wage Board pay scale and Rs.180/- in the 2nd CPC pay scale per mensem are allowed. The cost of any special articles of diet not ordinarily provided by the hospital to its in-patients is, however, not refundable.

3 (i) An employee shall be entitled free of charge, to medical attendance by the authorised medical attendant :

3 (ii) Where an employee is entitled under sub-rule (i) of Rule 3 of the Chapter free of charge to receive medical attendance, any amount paid by him on account of such medical attendance shall on production of a certificate in writing from the authorised attendant in this behalf be reimbursed to him by the Company.

4 (i) When the place at which a patient falls ill is not the headquarters of the authorised medical attendant :

(a) the patient shall be entitled to travelling allowance for the journey to and from such headquarters or

(b) if the patient is too ill to travel, the authorised medical attendant shall be entitled to travelling allowance for the journey to and from the place where the patient is .

4 (ii) Applications for travelling allowance under sub-rule (i) of Rule 4 of the Chapter shall be accompanied by certificate in writing by the authorised medical attendant stating that medical attendance was necessary and if the application is under clause (b) of that sub-rule that the patient was too ill to travel.

Note : Conveyance charges incurred by a Compounder or a Laboratory Assistant for coming to the residence of the patient to administer injections etc. are not admissible.

5 (i) If the authorised medical attendant is of opinion that the case of a patient is of such a serious or special nature as to require medical attendance by some person other than himself, he may, with the approval of the Chief Medical Officer (which shall be obtained before-hand unless the delay involved entails danger to the health of the patient.)

(a) send the patient to the nearest specialist or other medical officer as provided in sub-rule (e) of Rule 2 of the Chapter by whom, in his opinion, medical attendance is required for the patient.

(b) if the patient is too ill to travel, summon such specialist or other medical officer to attend upon, the patient.

5 (2) A patient sent under clause (a) of sub-rule (i) of rule 5 of this Chapter shall on production of a certificate in writing by the authorised medical attendant in his behalf, be entitled to travelling allowance for the journeys to and from the headquarters of the specialist or other medical officer.

(3) A specialist or other Medical Officer summoned under clause (b) of sub-rule (1) of rule 5 of this Chapter shall on production of a certificate in writing by the authorised medical attendant in his behalf be entitled to travelling allowance for the journey to and from the place where the patient is.

- Note : 1 The provision of Rule 5(1) of the Chapter should be strictly observed, i.e. the approval of the Chief Medical Officer should be obtained in all cases falling within the scope of this Rule irrespective of whether a journey involving the grant of travelling allowance is undertaken or not for the purpose of consulting a specialist. A patient should not be referred to a private specialist practitioner, or clinic and under any circumstances to a specialist or medical officer, Government or private outside the district/state in the case of officer included in Rule 2 (a) (i) of this Chapter and district in the case of other Company employees.
- Note : 2 Medical Officers who attend on the Company employees and their families who are entitled to treatment in the Company hospitals should not send the patients to private clinics, practitioners, private X-Ray establishments for skiagrams, cardiograms, electric therapy, bacteriological or pathological examinations etc. unless this is absolutely essential owing to non-availability of the facility at a Company or a Government Hospital and in such cases the consent of the Chief Medical Officer should first be obtained. Otherwise the Company will not refund the fees charged by the practitioners or institutions.
- Note : 3 The travelling allowance admissible under Rule 5 (2) of this Chapter is governed by the provision of the Travelling Allowance Rule of the Company and should, therefore, be calculated as for a journey on tour, but no allowance should be drawn for halts on the journeys. The claim for the travelling allowance for an escort may be admitted subject to production of a certificate from the authorised medical attendant of the concerned employee that it is unsafe for the patient to travel unattended. If the authorised medical attendant does not himself accompany the patient, he may arrange for an Attendant to do so, who should be a Medical or Para-Medical staff of the Company and will be entitled to travelling allowance as on duty including Daily allowance for halts. Attendant will have to travel in the same class as that of patient irrespective of his own status. If the Escort has been allowed by the Medical Officer but not actually deputed by him, he may draw railfare by the lowest class only. Where, however, an attendant travels by a higher class and the Chief Medical Officer certifies that in the circumstance of the case it was necessary for the escort to travel by higher class, then reimbursement of the actual rail fare may be allowed subject to the condition that such higher class should not be higher than to which the patient is entitled to, and no daily allowance or any special leave (if the escort happens to be an employee of the Company) will be allowed.
- Note : 4 An employee may have his/her eyesight tested for glasses at a Government/recognised hospital, once in every three years on the recommendation of the authorised medical attendant. Fees paid to the specialist for such services will be reimbursed according to the schedule of rates prescribed in the said Hospital. The above concession does not include provision of spectacles at Company expense. Families of employees are not entitled to the above concession. An employee desirous of availing this facility should produce a certificate from the controlling authority empowered to countersign the medical claim bill that he/she has not availed of the concession within the last three years. No prior permission of the C. M. O. for consultation with eye specialist for purpose of testing of eyesight for glasses will be required. Testing of eyesight should be conducted only in the hospital and NOT at the private consultation room of the specialist.
- 6 (1) An employee shall be entitled, free of charge to treatment – (a) in such Company hospital at or near the place where he falls ill as can be in the opinion of the authorised medical attendant provide the necessary and suitable treatment; or (b) if there is no such hospital as is referred to in sub-rule (a) of this rule in such Government hospital and in the absence of such Government hospital, in such other hospital at or near the place as can in the opinion of the authorised medical attendant, provide the necessary and suitable treatment.
- Note : — The provisions of Rule 6 (1) (b) of this Chapter are applicable to families of Company employee.
- 6 (2) Where an employee is entitled under sub-rule (1) of this rule free of charge, to treatment in a hospital, any amount paid by him on account of such treatment shall, on production of a certificate in writing by the authorised medical attendant in his behalf, be reimbursed to him by the Company.
- Note : 1 Reimbursement of medical expenses incurred should be through separate reimbursement bills as given in Form No. 1.
- Note : 2 All bills for charges on account of medical attendance and treatment should be countersigned by the controlling authorities who are empowered to countersign travelling allowance bills of the company employee concerned.

Note : 3 The claim for reimbursement of medical expenses, of the employee should invariably be preferred within SIX months from date of last hospital/Doctor's bill in respect of a particular course of treatment, irrespective of the actual payment, by claimant.

In case of prolonged treatment, part reimbursement is admissible either for employee or for his dependant family member. Where treatment is undertaken in the Company's hospital and also Govt. hospital or other Medical Institution referred by the Company Medical Authority for treatment, as covered by these Rules. Such claims may be sanctioned by the Controlling Officer on the specific recommendation by any Medical Officer of the Company.

It is the duty of the Controlling Officer to scrutinise carefully before signing or countersigning a claim in respect of medical expenses that the claim is genuine and is covered by the rules and orders on the subject and that the charges claimed are supported by the necessary bills, receipts, certificates etc. They are empowered to disallow claims which do not satisfy these conditions.

Note : 4 A Company employee may be allowed to receive treatment as an inpatient, without consulting his authorised medical attendant, in a hospital where he is ordinarily entitled to receive treatment under the rules i.e. in a hospital to which he would be admitted had he consulted his authorised medical attendant. It will, however, be necessary in such cases before reimbursement is made to obtain a certificate in the form below from the Medical Superintendent of the hospital that the facilities provided were the minimum which were essential for the patient's treatment.

The certificate will of course be in addition to all other documents necessary.

I certify that Mr/Mrs/Miss.....wife/son/daughter of
Mr..... employed in the has
been under treatment for..... disease
from..... to..... at the hospital and
that facilities provided were the minimum which were essential for the patient's treatment.

Place.....

Medical Superintendent

Date.....

.....Hospital

- 7 (1) If the authorised medical attendant is of the opinion that owing to the absence or remoteness of a suitable hospital or to the severity of the illness, an employee cannot be given treatment as provided in clause (a) of sub-rule (1) of Rule 6 of this Chapter the Company employee may receive treatment at his residence.
- 7 (2) An employee receiving treatment at his residence under sub-rule (1) shall be entitled to receive the cost towards such treatment as he would have been entitled, free of charge, to receive under these rules if he had not been treated at his residence.
- 7 (3) Claims for sum admissible under sub-rule shall be accompanied by a certificate in writing by the authorised medical attendant stating —
- (a) his reasons for the opinion referred to sub-rule (1) and
 - (b) the cost of similar treatment referred to in sub-rule (2).

Note : 1 If the authorised medical attendant certifies that the employee required hospital treatment but that no accommodation was available at the recognised hospital then the fees paid for medical treatment at the patient's residence may be reimbursed to the extent of what would have been paid by the employee had the treatment been received at the hospital.

Note : 2 For the purpose of calculating the sum admissible under the rule in any particular case the charges for accomodation and diet should be excluded and only the charges for medical attendance, nursing, medicines and dressings taken into account.

- 8 (1) Charges for services rendered in connection with but not included in medical attendance or treatment of a patient entitled, free of charge to medical attendance or treatment under these Rules shall be determined by the authorised medical attendant and paid by the patient.

- Note : 1 Treatment by a private dentist or oculist is not admissible under any circumstances whatsoever even if it is had on the advice of the authorised medical attendant.
- Note : 2 Expenditure incurred by an employee or a member of his family on treatment for "Venereal Diseases" and "Deliriumtremens" will not be reimbursed by the Company. However, such treatment at the Company hospital with the medicines available at the hospital stock, is allowed.
- Note : 3 In the case of patients suffering from Daibetes mellitus reimbursement in respect of the cost of any anti-Diabetic drugs, viz. Insulin, Nadisan Tablet Talbutamide etc. and expenditure incurred on administration thereof, will not be allowed, except in cases (i) where they are prescribed in the initial stage of the disease or (ii) when the patient develops some complications and is hospitalised. In such cases the certificate of the authorised medical attendant/Company Doctor should be accepted as final.
- A case of Diabetes Mellitus within a period of THREE months and claims relating to the treatment of the first three months after the first detection of Diabetes may be admitted on the strength of the Certificate issued by the Authorised Medical Attendant/Company Doctor. The employee concerned may also be required to indicate in his claim the date of the first detection of the disease.
- 8 (2) If any question arises as to whether any service is included in medical attendance or treatment, it shall be referred to the Managing Director and the decision of the Managing Director shall be final.
- Note : 1 Payment on account of hospital charges in the first instance be made by the Company employee concerned to the hospital authorities and the refund claimed from the Company to the extent admissible under the Rules.
- Note : 2 Ex-gratia refund and refund as a special case require the sanction of the Managing Director.
- Note : 3 "General Debility" or "Secondary Anaemia" is covered by the Medical Attendance Rules.
- 9 The Controlling Officer of a patient that any certificate required by these Rules to be given by the authorised medical attendant for travelling allowance purposes shall be countersigned by the Chief Medical Officer.
- 10 No employee shall be transferred to other organisation unless the employer undertakes to afford to him so far as may be, privileges not inferior to these which he would have enjoyed under these Rules if he had been employed in the service of the Company.
- Note : 1 Anti-rabic treatment is governed by the Medical Attendance Rules, which postulate consultation with the authorised medical attendant in the first instance and as such antirabic treatment should be received only on the advice of the authorised medical attendant, but it is not necessary to obtain the approval of the Chief Medical Officer of the Company for receiving such treatment as it is considered that a reference to an anti-rabic centre is not specialist consultation as defined in Rule 2 (e) of this Chapter.
- Note : 2 Under these Rules, modern system of medicines only is recognised and other system of medicines such as Ayurvedic, Unani or Homeopathic are not covered by these rules. Similarly, private Medical Practitioner/Doctor mentioned in these rules would mean the Medical Practitioner qualified in the Western system of medicines only.

Concessions of Medical Attendance and Treatment for Families of the Company employees

- 11 Families of the Company employees should be entitled to free of charge medical attendance and treatment at hospitals, as defined in Rule 2 (d) of this Chapter and on the scale and conditions allowed to the employee himself. This concession does not include medical attendance or treatment other than at a hospital which the employee himself is entitled to treatment, free of charge. The term "Family means an employee's wife, legitimate children, step-children and parents residing with and wholly dependent on him.

- Note : 1** The husband of female Company employee residing with and wholly dependant on her may also be allowed this concession.
- Note : 2** The term "family" does not include dependent relations such as widowed sister, aunt etc. The term "legitimate children" does not include adopted children except those adopted legally.
- Note : 3** Children would mean unmarried son aged upto 18 years, student but unmarried son and daughters and daughters unmarried and/or unemployed.
- Note : 4** The wholly/mainly dependent parents who normally reside with Company's employee concerned and whose total monthly income does not exceed the pay of the Company's employee, subject to the maximum income of the parents being Rs.250/- per month, are entitled to free medical aid. The declaration regarding the income and the residence of parents should be furnished by the Company's employee concerned once in the begining of every calendar year.
- Explanation:** Lumpsum non-recurring income e.g. Contributory Provident Fund benefit, Govt. of India Prize Bonds, Gratuity/Commutated gratuity insurance benefits etc. should not be regarded as "income" for the purpose of this rule. Recurring monthly income sources, such as houses, land holdings etc. should, however, be taken into account for the purpose of assessing income.
- The effect of dependent of the employees including wives, who are partly depend on their husbands will be entitled to treatment free of cost in Company's own hospitals, but they will not be entitled to reimbursement for treatment outside the hospitals.
- A direct dependent of an employee who is earning more than Rs.250/- per month will be considered to be fully self supporting and those earning upto Rs.250.- per month will be considered to be partly self supporting.
- Note : 5** The families of the employees are entitled to receive medical attendance and treatment at the hospital at which the employee himself is entitled to treatment free of charge, or in one of the hospitals mentioned in Appendix 1.
- (1) The families of the employees, are not entitled to treatment at their residence and the provisions of Rule 7 have not been extended in their case.
- Note : 6** In the case of families of the employees, the cost of special medicines will be reimbursible only when they are prescribed for the patient by the authorised medical attendant when the patient is attended to either in the hospital or at the consulting room of the authorised medical attendant or when the patient is undergoing treatment at the out-patients department of a recognised hospital.
- Note : 7** In the event of accommodation suited to the status of an employee being not available, accommodation of a higher class may be allowed provided it can be certified by the Medical Supdt. of the hospital concerned :
- (a) that accommodation of the appropriate class was not available at the time of the admission of the patient
- (b) that in case of illness other than confinement the admission of the patient into the hospital could not be delayed without danger to the health of the patient until accommodation of the appropriate class became available, and
- (c) that in case of confinement the accommodation was booked well in advance.
- Note : 8** Member of the family of an employee belonging to class IV whose substantive pay does not exceed Rs 200/- in Wage Board pay scale or Rs 95/- in the 2nd CPC pay scales a month, proceeding to a Pasteur Institute or hospital for anti-rabic treatment be granted the following concessions :
- (1) actual travelling expenses i.e. Train fare, Bus fare, etc. for himself or herself and for one attendant, if necessary, at the rate to which the employee concerned is entitled, and
- (2) the payment of the cost of anti-rabic treatment.

- Note : 9 Families of employees are entitled to receive medical attendance and not treatment (other than injections) from a Government Specialist at his consulting room at the instance of the authorised medical attendant of the Company employee provided that the prior approval of the Chief Medical Officer is obtained for the purpose.
- Note : 10 The provisions of Rule 6 (1) (b) of this Chapter apply to the families of the employees.
- 12 Charges for services rendered in connection with Medical Attendance on or treatment of a member of an employee's family should be paid by him to the hospital authorities. The Company will reimburse the cost of medical attendance or treatment on the production of the hospital bills countersigned save in the case of such bills of a Govt. hospital by the authorised medical attendant.
- Note : 1 A Government hospital for this purpose includes a hospital run by a local authority.
- Note : 2 In respect of all cases the condition of countersignature of hospital bills by the authorised medical attendants will be strictly enforced.
- Note : 3 The condition regarding the countersignature of the hospital bills by the authorised medical attendants need not be enforced in the case of women patient and that in their case the countersignature of the bills (or of the receipts where the bill system is not in vogue and receipts are issued for payment) by the Superintendent or other heads of the hospitals will be regarded as sufficient.
- Explanation: The decision is applicable in the case of recognised hospital vide Appendix 1.
- Note :4 A male child of an employee upto the age of six years may be allowed to receive medical attendance and treatment in a recognised women's hospital vide Appendix 1, and the expenses reimbursed to the extent admissible.
- Note : 5 When members of an employee's family are admitted without prior consultation with the authorised medical attendant to a Government hospital into which he would himself be admitted, the expenses incurred are reimbursable to the extent otherwise admissible. It will be necessary in such cases before reimbursement is made to obtain a certificate in the form given below from the Medical Superintendent of the hospital that the facilities provided were the minimum which were essential for patients recovery. This certificate will, of course, be in addition to all other documents necessary.

CERTIFICATE FORM

I certify that Mrs/Mr/Miss wife/
 son/daughter of Mr.....
 employed in the has been under treatment at
 the hospital and that the facilities provided were
 the minimum which were essential for the patient's treatment.

Place

Medical Superintendent

Date

..... Hospital

- Note : 6 The concessions in Note 3 and 5 above are applicable to women employees of the Company also.
- Note : 7 If at the time of consultation the Medical Officer consulted also administers injections he will be entitled to charge fees both for the consultation and for the injection at the prescribed rules as laid down below Rule 2 (d) of this chapter. However, if at a later stage the Medical Officer administers injections prescribed at the previous consultation, fees should be charged for injections only.
- Note : 8 The authorised medical attendant of the family of an employee is the same as the authorised medical attendant of the employee himself.
13. Medical attendance and treatment by arrangement with the authorised medical attendant at his consulting room maintained by him shall be deemed to be medical attendance and treatment at a hospital.

Note : 1 For the purpose of the Rules in this Chapter Lady Doctors in recognised hospital can be treated to be the authorised medical attendants of the women patients only when the treatment or consultation is obtained at a hospital and not at her consulting room. Such Doctors are not considered as the authorised medical attendants outside the hospital where they work. A private consultation at their consulting room is not, therefore, permissible for refund under the rules.

Note : 2 Female employees and female members of an employee's family may be allowed to have consultation also with a Specialist of a recognised women's hospital subject to the conditions.

(i) that such consultation is advised by the authorised medical attendant of the employee concerned or by a lady doctor of a recognised women's hospital when consulted at the hospital, and

(ii) approval of the Chief Medical Officer is obtained for such consultation.

Note : 3 Reimbursement of actual fees charged by these Specialists may be allowed to the employee, subject to a maximum of Rs.16/- for the first consultation and Rs.10/- for each subsequent consultation, i.e. fees prescribed for a Government Specialist of the status of a Civil Surgeon.

Note : 4 As families of the employees have not been allowed to receive medical attendance and/or treatment at their residence, at Company's expense each consultation with specialists of recognised hospitals will only be at their consulting rooms.

Note : 5 Treatment at a consulting room for this purpose will be limited to the administration of injections.

14 Free Medical Attendance and treatment to members of the family of an employee shall also be admissible in the hospitals mentioned in Appendix 1. But the amounts paid on this account by the employee to the hospital authorities should be reimbursed to him only in the manner stated in Rule 12 of this Chapter.

Explanation: Certain other hospitals (Private etc.) are recognised as authorised hospitals because of shortage of accommodation or non-availability of lady doctors in the authorised hospitals. In such recognised hospital the lady doctor attending the patient or incharge is considered as the authorised medical attendant only while the patient is in the hospital. Such a Doctor is not considered as the authorised medical attendant outside the hospital in which she works.

Note : 1 An employee need not consult his authorised medical attendant before admitting a female member of his family in any of the hospitals recognised for the purpose.

15 (1) A female employee/a female member of an employee's family (as defined in Rule 11 of this Chapter) is entitled to receive medical attendance and treatment for confinement also in a recognised hospital.

(ii) In the case of confinement, the cost of confinement charges at residence in the case where there is no Company's hospital, will be reimbursed, provided the delivery is conducted by the staff of the Child Welfare and Maternity centres maintained by the Govt. or local Bodies. Reimbursement in such cases will be admissible according to the Scheduled rules of such centers. In the event of complications arising at the time of delivery requiring attendance by a Specialist, the patient should be removed at once to the nearest Govt./recognised hospital, unless the authorised medical attendant certifies that on account of the seriousness of the case it is not considered safe to remove the patient to the hospital.

(iii) Reimbursement of expenditure incurred on pre-natal and post-natal treatment of a female employee or a female member of an employee's family (as defined in the Rule) will be allowed in the same way as treatment for any other diseases.

The term pre-natal and post-natal and treatment means treatment received by a female employee or a female member of the employee's family before and after child birth for physiological or other disability attributed to child bearing or child birth.

- Note : 1 Cottage booking fee, admission fee, dhobi charges, charges for an Ayah are not refundable under the rules.
- Note : 2 The Maternity and Child Welfare Centres maintained by the Municipalities and usually in charge of lady Health Visitors do not provide indoor treatment but the patients are attended to in cases of confinement at their residence by Dais. Charges paid to these centres in connection with such cases, charges paid to the Municipal Dai for attendance in confinement cases at residence, charges for domiciliary labour service, cost of medicines purchased on the advice of Incharge of the Maternity Centre are not refundable under the rules.
- Note : 3 Anaesthetic fees and charges for pre-natal and post-natal treatment received as an in-patient in the hospital, are refundable under the rules.
- Note : 4 Sterility per se is not a disease. Hence reimbursement of expenditure incurred on account of it is not admissible. Expenses incurred in connection with treatment for sterilisation are also not refundable.
- 16 Diet charges paid at hospitals by employees drawing pay of less than Rs.270/- in the Wage Board pay scales and Rs.180/- in the 2nd CPC pay scales per mensem and their families as in-patients shall be reimbursed by the Company. The cost of any special articles of diet not ordinarily provided by the hospital to its in-patient is however, not refundable.
- 17 Reimbursement of medical expenses in respect of families of employees during their temporary separation from the employee would also be admissible in the following cases and subject to the conditions mentioned therein :
- (a) Where an employee on transfer to a station is unable to find suitable family accommodation at that station, and is compelled to keep his family at another station, if the treatment commences within three months from the date on which the employee took charge of his duty in the new station; and
 - (b) where an employee's family proceeds to another station for reasons other than health, a member of the family falls ill during that period;
 - (c) Authorities competent to sanction reimbursement may sanction it in clear cases in the circumstances described in this rule but cases of doubt may be referred to the Managing Director.
 - (d) Reimbursement of medical expenses should be allowed in respect of the members of the family dependents on employee but residing separately in terms of the condition laid down in (a) to (c) above, provided treatment is at a Govt. Hospital, otherwise the cost of admissible medicines purchased from market only would be reimbursable.
- 18 Medical expenses incurred by an employee at a government Hospital of the treatment of a member of his family residing with and wholly dependent on him, when accompanies the employee on tour and falls ill during that period, may be reimbursed on the scale and conditions on which they can be reimbursed to the employee himself. This concession is not to be given in a case where an employee while proceeding on tour, takes a member of his family along with him with the intention of obtaining treatment in a place other than at his headquarters.
19. The Chairman (with report to the Board) may amend, modify or add to those Rules, from time to time. All ammendments, modifications or additions when promulgated shall take effect from the date of issue of such ammendments, modification or addition unless otherwise stated therein.