

**Medical Attendance Guidelines**  
**NITTTR Kolkata**

## Medical Attendance Guidelines

- Medical Booklets and family declaration: To avail the Medical and Health facilities with the Institute Authorized Medical Attendants (AMAs); Hospitals, Consultants, Pathology and Diagnostic Centers, please get your booklet issued from the Medical Unit after completing the necessary formalities such as giving the family declaration for the dependent family members etc.
- OPD Consultations: In case of OPD the Institute Part-time Medical Officers/empanelled physicians may be visited directly for necessary examinations/ consultancy. For all other consultations, referral has to be obtained from PTMO/empanelled physicians of NITTTR Kolkata.
- Hospitalization referrals for IPD: In case of hospitalization requirements based on the OPD consultations, necessary referral should be obtained from Institute Part-time Medical Officer/empanelled physicians.
- In life-threatening emergencies, any doctor/hospital can be consulted and a telephonic intimation may be made to the Institute part-time medical officer(s) within 24 hours.

The medical booklet must be produced before the Institute Part-time Medical Officer/empanelled physicians for the purpose of prescription or referral to any empanelled Hospitals. The medical booklet should be carried along with - for making necessary entries by the empanelled hospitals/physicians/pathological centres etc. which is mandatory.

- Medical Claims: All the OPD charges, consultation, pathological tests, cost of medicines are to be paid by the employees and bills should be submitted through the Institute's Part-time Medical Officer duly filling the prescribed claim Form for reimbursement.
- Purchase of Medicines: After visiting any physician, the medicines prescribed by the doctor can be either purchased from any authorized pharmacist from market or can be collected from empanelled Pharmacy on cashless basis for three days only, and during this period the prescription shall be placed to the PTMO/empanelled physicians for the necessary endorsement
- Reimbursement Procedure: If Institute's Part-time Medical Officer advises you to consult a specialist at the empanelled Hospital for opinion, consultation should be made within 7 (seven) days and advice of tests etc. of the specialist be done at the same Hospital on a cashless basis, the medicine prescribed can be purchase as advised.
- The bill should be submitted within 3 months after the completion of treatment and also for chronic diseases on continuous basis within 3 months from first and subsequent advice.
- If the patient is admitted to any hospital other than empanelled hospitals, then necessary reimbursement Form should be filled which is available with the Institute Web site (Intranet). The requisite details should be filled up along with bills and prescription; the same should also be submitted on any working day The bill should be submitted within 3 months from the date of discharge.



- Eligibility Criteria and Rates: All the eligibility criteria for various treatments and medical attendance rules and treatment norms will be at par with the CS (MA) rules of Government of India. The maximum rates applicable are as per CGHS rules or as per the package rates approved by the Institute from time to time.
- Any other procedure/Test which is not approved by the CGHS will be reimbursed at the discretion of the Institute's Part-Time Medical Officer at the rate of 50% of actual.
- Consultations Fees: The OPD consultation fee for empanelled /non empanelled doctors will be reimbursed as follows:
  - a) General Physician & Diploma Holder Rs. 150.00
  - b) Specialist (Degree Holder) - Rs. 300.00
  - c) Super Specialist - Rs. 500.00
  - d) Ayurvedic - Rs. 100.00
  - e) Homeopathic - Rs. 50.00
- NITTTTR Kolkata shall empanel the specialists from time to time for consultation on payment of requisite fee as prescribed by the Institute or for free consultation to be notified by Institutes PTMO.
- Entitlement of accommodation for various categories of employees will be as follows:

Sl. No.	Corresponding Basic Pay drawn by the officer in 7 <sup>th</sup> CPC per month	Ward entitlement
1.	Up to Rs. 47,600/-	General
2.	Rs. 47,601/- to Rs. 63,100/-	Semi-Private
3.	Rs. 63,101/- and above	Private

- Rates of contribution towards the scheme for the employees would be as per their Grade Pay and as mentioned below:-

Monthly Contributions for availing CMS facility:

Sl. No.	Corresponding levels in the Pay Matrix as per 7 <sup>th</sup> CPC	Contribution (Rs. Per month)
1.	Level: 1 to 5	250
2.	Level: 6	450
3.	Level: 7 to 11	650
4.	Level: 12 & above	1000







## Doctor's Fee:-

During hospitalization, Doctors visit will be reimbursed as per Institute approved rate as mentioned below. Doctor's visit limited to two visits per day for all categories. All other charges will be reimbursed as per the NITTTR Kolkata's approved rates.

(i) For Specialist doctors	-	Rs. 400.00
(ii) For Super Specialist	-	Rs. 600.00
(iii) For RMO's	-	Rs. 150.00

Room rent is applicable only for treatment procedures for which there is no CGHS prescribed package rate. Room rent will include charges for occupation of bed, diet for the patient, charges for water and electricity supply, linen charges, nursing charges and routine up keeping.

During the treatment in ICCU/ICU/ITU, separate room rent will be admissible.

Private ward is defined as a hospital room where single patient is accommodated and which has an attached toilet (lavatory and bath). The room should have furnishings like wardrobe, dressing table, bed-side table, sofa set, etc. as well as bed for attendant. The room has to be air conditioned.

Semi-Private ward is defined as a hospital room where two to three patients are accommodated and which has attached toilet facilities and necessary furnishings.

General ward is defined as halls that accommodate four to ten patients.

Normally the treatment in higher category of accommodation than the entitled category is not permissible. However, in case of an emergency when the entitled category accommodation is not available, admission in the immediate higher category may be allowed till the entitled category accommodation becomes available. However, if a particular hospital does not have the ward as per entitlement of beneficiary, then the hospital can only bill as per entitlement of the beneficiary even though the treatment was given in higher type of ward. If, on the request of the beneficiary, treatment is provided in a higher category of ward, then the expenditure over and above entitlement will have to be borne by the beneficiary.

Henceforth, all the tests/procedure notified by the CGHS shall be deemed to be approved by the NITTTR Kolkata.

- In case of treatment taken in emergency in any non-empanelled private hospitals, reimbursement shall be considered by competent authority at CGHS prescribed Package/Institute approved rates only.
- Emergency Cases: In case of emergency the empanelled hospitals can be visited round the clock and intimation be sent to the PTMO / Medical Unit in order to get the treatment regularized, within 24 Hours. Ambulance services for empanelled hospitals can be availed.
- Empanelled Hospitals: The list of empanelled hospitals, labs for tests etc., along with the rates for each of Service, test, names of specialists along with their address, procedures and their rates are posted on the website [http:// www.nitttrkol.ac.in-facilities](http://www.nitttrkol.ac.in-facilities).



Miscellaneous Provisions.

Reimbursement of bills for special medical aids such as hearing aid, CPAP/BIPAP (Continuous Positive Airway Pressure/Bi-level Positive Airway Pressure) machines, orthopaedic and other appliances advised by specialist doctors must be approved by the Senior Administrative Officer/Director.

Admissibility of the claim will be restricted to CGHS/AIIMS/50% of actual cost.

Regular health check-up for the beneficiaries will be conducted by the Institute.

For special cases, Director will have the discretion to relax any of the above rules on a case to case basis.

- Disclaimers: Any legal liability arising out of such services shall be sole responsibility and shall be dealt with by the concerned empanelled hospital/diagnostic centre. Services will be provided by the Hospitals/Diagnostic centers as per the terms of Agreement.
- In case of any clarification, Senior Administrative Officer may be contacted at Ph. No.: 033 6625 1900.

**VETTED**

By



(Dr. P. Sarkar)  
Chairman



(Dr. D. Bose)  
Member



(Dr. J. J. Mandal)  
Convener



**NITTTR KOLKATA**

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH  
KOLKATA CONTRIBUTORY MEDICAL SCHEME**

1. **Beneficiaries and Eligibility Criteria**  
The regular employees and their dependent family members are the beneficiaries of the scheme.
2. **Definitions**
  - 2.1 "Family" means spouse and dependents as defined in the Central Government Health Scheme (CGHS) rule.
  - 2.2 "Treatment" means the use of all medical and surgical facilities available to the beneficiaries on OPD and IPD basis.
  - 2.3 "Pay" for the purpose of entitlement would be defined as per the MoHFW O.M. dated 16.01.2012.
  - 2.4 "Hospital" means any government hospitals/Institute empanelled hospitals.
  - 2.5 "MO or Medical Officer" includes Institute Part Time Medical Officer or Institute empanelled doctors.
  - 2.6 "Reimbursement" will be as per eligibility laid down in the rules.
  - 2.7 "Fees" for consultation
    - 2.7.1 For empanelled doctors — Reimbursed as per guidelines.
    - 2.7.2 For non-empanelled doctors — Reimbursed at 50% of actual.
3. **Health record Book**  
All beneficiaries of the scheme will be issued with a Health Record Book after completing necessary formalities.
4. **Recognition of Hospital/Consultants/Diagnostic Centres**  
The Director of NITTTR Kolkata shall approve for recognizing the hospitals/doctors/diagnostic centres through an open selection process.
5. **Reimbursement of Medicines.** Reimbursement of admissible medicines will be as per CGHS rules.

6. Reimbursement of Diagnostic Tests.

6.1 For empanelled centres — Referral is to be obtained from PTMO and reimbursement will be as per guidelines.

6.2 For non empanelled centres — reimbursement will be as per CGHS/AIIMS rates or 50% of actual.

7. Emergency Cases

7.1 In case of emergency any nearest medical facility can be visited and intimation may be sent to the institute PTMO later.

7.2 For non-recognized hospitals, essentiality certificate has to be furnished along with reimbursement claim.

7.3 Such reimbursement would be restricted to CGHS/AIIMS rates or 50% of actual expenditure.

8. IPD (In Patient Department)/Hospitalisation Through referral

8.1 The PTMO after examining the patient can recommend for referral for treatment at the empanelled hospitals.

8.2 Rates for such reimbursements would be as per the guidelines.

8.3 In case hospitalisation is suggested based on OPD consultations by non-empanelled doctors necessary referral should be obtained from PTMO.

8.4 For specialized treatment in non-recognised hospitals, claim would be restricted to CGHS/AIIMS rates or 50% of actual expenditure.

9. Homeopathy and Indian System of Medicine Entitlement would be as per CGHS rules.

10. Ward Entitlement

Accommodation Charges for various categories of employees will be as follows :-

S.No.	Pay Drawn In Pay Band	Ward Entitlement
1	Upto to Rs. 47,600/-	General
2	Rs. 47,601/- to Rs. 63,100/-	Semi-Private
3	Rs. 63,101/- and above	Private

During the treatment in ICCU (Intensive Cardiac Care Unit)/ICU (Intensive Care unit)/ITU, no separate room rent will be admissible.



11. Miscellaneous Provisions

11.1 Reimbursement of bills for special medical aids such as hearing aid, CPAP/BIPAP (Continuous Positive Airway Pressure/Bi-level Positive Airway Pressure) machines, orthopaedic and other appliances advised by specialist doctors must be approved by the Senior Administrative Officer/Director. Admissibility of the claim will be restricted to CGHS/AIIMS/50% of actual cost.

11.2 Regular health check up for the beneficiaries will be conducted by the Institute.

11.3 For special cases, Senior Administrative Officer /Director will have the discretion to relax any of the above rules on a case to case basis.

12. Contribution

Rates of contribution for regular employees would be as per existing CGHS norms.

13. Disclaimers

Any legal liability arising out of such services shall be the sole responsibility of the consultant and Hospitals and shall be dealt by the beneficiary with the concerned empanelled hospital/ diagnostic centre. Services will be provided by the Hospitals/Diagnostic centres as per the standard terms of medical services.

**V E T T E D**

By



(Dr. P. Sarkar)  
Chairman



(Dr. D. Bose)  
Member



(Dr. J. J. Mandal)  
Convener



**National Institute of Technical Teachers' Training and Research, Kolkata**

Block-FC, sector-III, Salt Lake, Kolkata-700106

**Details of Hospitals empanelled with the Institute and the treatment facilities available under the Contributory Medical Scheme (CMS) are mentioned below:-**

<b>Hospital Name</b>	<b>IPD facility</b>	<b>OPD facility</b>	<b>Investigation</b>	<b>Remarks</b>
<b>AMRI Hospitals /Medical Centre</b>  (Salt Lake Unit, Mukundapur Unit, Dhakuria Unit, Southern Avenue Centre)	CGHS Rate and it will be a cashless facility in all Departments.	OPD doctor consultation fees will be charged as per existing hospital rate.  (Payment will be made on cash payment basis and bill will be reimbursed by the institute as per CGHS Rate)	OPD investigation cost will be charged as per CGHS Rate. (Payment will be made on cash payment basis and bill will be reimbursed by the institute.)  IPD investigation cost will be charged as per CGHS Rate and it will be a cashless facility.	<u><b>Contact No.</b></u>  033-6626-0000 / 24612626
<b>Apollo Gleneagles Hospitals, Kolkata</b>	CGHS Rate and it will be a cashless facility for the following Departments only. <ul style="list-style-type: none"> <li>• Cardiology</li> <li>• Cardio Thoracic Surgery</li> <li>• Orthopedic-Joint Replacement Surgeries (TKR &amp; THR)</li> <li>• Oncology - Radiotherapy &amp; Chemotherapy</li> <li>• Onco surgery</li> <li>• PET CT &amp; Nuclear Medicine</li> </ul>	OPD doctor consultation fees will be charged as per CGHS Rate.  (Payment will be made on cash payment basis and bill will be reimbursed by the institute)	OPD investigation cost will be charged as per CGHS Rate. (Payment will be made on cash payment basis and bill will be reimbursed by the institute)  IPD investigation cost will be charged as per CGHS Rate and it will be a cashless facility.	<u><b>Contact No.</b></u>  033-23202122 / 033 2320 3040 (Extn. 601)

**EMPLOYEE'S DECLARATION REGARDING DEPENDANT'S INCOME AND RESIDENCE FOR  
AVAILING MEDICAL FACILITIES UNDER CSMA AND / CONTRIBUTORY MEDICAL  
SCHEME OF NITTTR, KOLKATA**

I hereby declare that

Sl. No.	Name(s)	Date of Birth	Relation with Employee

is / are fully dependent on me;

- My wife / husband /.....(other dependant) is / are employed in  
.....  
Department / Not employed;
- My wife / husband /.....(other dependant) is / are not  
drawing fixed family medical allowances or medical reimbursement for myself and members  
of my family from other source(s);
- I am fully aware that the "income" limit for dependency of the family member(s) (other than  
spouse) is Rs.9,000/- plus the amount of Dearness Relief admissible on Rs.9,000/- on the date  
of submission of the claim and that I shall immediately communicate the Institute in writing  
if the "income" limit of any of my dependent family member(s) from all sources exceed the  
stipulated amount of Rs.9,000/- as specified above ; and
- My dependent family member(s) as mentioned above normally resides with me.
- (Other information, if any).....

Place:

Date:

Name, Designation and Department of the Claimant

Signature of Claimant



