



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, PRAYAGRAJ

Dated- 11.07.2023/749

Subject : Guidelines for Medical Reimbursement to Students for OPD -- Regarding

The Director, IIIT-A is pleased to approve the following guidelines for medical reimbursement to the students and the dependents of Ph.D Scholars on the recommendation of Adhoc Sub-Committee of Institute Health Centre :

1. OPD treatment:-

a) In case the patient is under treatment of the Doctor of the Institute Health Centre, full reimbursement of investigations shall be given and admissible medicines within the prescribed limit of the students. The beneficiary is required to submit all the cash memos in original only and a copy of the investigation report.

b) The patient (student) can consult any 'Doctor / Specialist' (as per approved list at Annexure-I). He or She may be given reimbursement of consultation fee as per CGHS rates applicable at Prayagraj and reimbursement of admissible medicines, tests, investigations prescribed by the Specialist would be made as per actual within the prescribed limit of the students.

c) For OPD consultations taken from:-

Institute approved Hospitals namely Nazareth Hospital, Prayagraj (Including Prayagraj Heart Centre, Prayagraj), Kamla Nehru Hospital, Prayagraj, SRN Hospital, Prayagraj Other Govt. Hospitals at Prayagraj. Full reimbursement of admissible medicines and investigations will be made within the prescribed limit of the students.

d) In case OPD treatment is taken in a Private Hospital / Nursing Home / Private Clinic / by a Private Medical Practitioner (other than from Institute approved list), NO reimbursement will be made.

2. The Institute will not reimburse the expenditure incurred for treatment taken outside IIITA/ empanelled doctors during vacation and treatment taken without reference from IHC.

Rajit
11/07/23

Sachin
(President)

[Signature]

Sunny

[Signature]

3. In case an appointed doctor deems fit that the concerned patient needs to consult a specialist, the institute shall reimburse the doctor's fee as per CGHS rates only, if the concerned doctor is on the institute's panel of selected doctors.
4. If medicines prescribed by the specialist are not available at the institute's dispensary their cost will be reimbursed.
5. Institute shall reimburse 100% costs for pathological tests as per the CGHS rates (cases not covered above subject to approval of Competent Authority).
6. Any treatment taken outside the headquarters during vacation will be the responsibility of the parents. The Institute will not reimburse such expenditure except Internship, Research Field Visit, Course work or Institute work.
7. The ceiling on reimbursement for treatment of the students will be up to a limit as defined by the Institute from time to time.
8. The spouse and children of Research Scholar students will be extended free medical attendance and treatment from the Institute Health Center only. No reimbursement is admissible to them. This is also applicable for married students.
9. Project staff and their dependents are extended free Medical Attendance and Treatment from the Institute Health Center only. No reimbursement is admissible to them
10. Dental treatment can be taken in any Dental Clinic / Hospitals at Prayagraj which will be reimbursed as per CGHS approved rates of the Prayagraj. No reimbursement of cosmetic treatment is allowed.
11. The time-limit of two months for the presentation of medical claim should be strictly adhered to.
12. The Director may accept / reject / permit any other case not covered under above guidelines.
13. In case of any dispute in the interpretation of rules / settlement of bills, the decision of the Director would be final.
14. All the medical claim bills should be scrutinized by the concerned persons of the Health Centre of the Institute.
15. All the medical claim bills regarding emergency will be processed as per Institute norms which are applicable on Institute regular employees.



Sachin
(President)



Procedure for submission of claim by the Students:

- 1) Bills to be submitted to Office of Dean SA [Should be completed in all respects i.e. Reimbursement Form, Prescription of treating Doctor, Cash memo (in original), Investigation Report and Bank A/c details of the concerned students etc.]
- 2) All the consolidated bills to be forwarded to the Health Centre of the Institute for verification of bills 'Reimbursable' OR 'Non-Reimbursable'.
- 3) Then, the concerned task holder will put up all the bills for further processing to the F&A Section
- 4) After approval from F&A Section and Internal Audit Section etc, Sanction Order will be returned to the Office of Dean SA for payment to the concerned students.



(President)
(Aaditya)

Student Gymkhana
Representative


(Rajit Ram Yadav)


Staff Forum
Representative


(Dr. Kaushlesh Dwivedi)
Medical Officer


(Dr. Sunny Sharma)
Representative of Chairman,
CoW


(Prof. Ranjit Singh)
Dean (SA)

Guidelines Approved.


13.7.23
Hon'ble Director please


12/7/2023
A.P.S.



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद
Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

F. No. IIT-A/RO / ..325...../ 2023
Date : November 02, 2023

OFFICE ORDER

Sh. Vinod Narayan Tripathi, Pharmacist will also examine the Medical reimbursement claims of students with immediate effect. This is in addition to the assignment allocated to him vide this Office Order No. IIT-A/RO /039 /2023 dated 06.02.2023.

This has been issued with approval of the competent authority.


(Dr. Satish Kumar Singh)
Registrar (Acting)

Copy to :

- Hon'ble Director – as per orders pls.
- All concerned.