

राष्ट्रीय आदिवासी छात्र शिक्षा समिति

(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)

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National Education Society for Tribal Students

(An Autonomous Organization under
Ministry of Tribal Affairs, Govt. of India)
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No. NESTS/H-1/58/Policy/2024-25
E-Office No. 29003

Dated: 23/12/2024

To,

The Commissioner/Member Secretary/Director
State/UT EMRS Society

Subject: NESTS Medical Attendance Rules, 2024

Please find attached the NESTS Medical Attendance Rules, 2024, which was approved in the 15th GBM meeting of NESTS, for your information and necessary action. This policy will come into force with immediate effect.

Encl: As above

-sd-

(Anupam Sonalkar)
Joint Commissioner

Copy to:

1. Principal Secretary, State/UT EMRS Society
2. All Principals, NESTS
3. PA to Commissioner, NESTS

**NATIONAL EDUCATION SOCIETY FOR TRIBAL STUDENTS
NEW DELHI**

NESTS MEDICAL ATTENDANCE RULES, 2024

Title and Commencement:

These Rules will be called the NESTS Medical Attendance Rules, 2024. The NESTS Medical Attendance Rules, 2024, will apply to: Regular employees and staff on deputation along with their dependent family members.

(A.) DEFINITIONS

1. NESTS means National Education Society for Tribal Students, an autonomous organization under Ministry of Tribal Affairs, GOI.
2. 'Authorized Medical Attendant' or AMA means the doctor employed as a General Duty Medical Officer in any hospital as defined under rules or any Registered Medical Practitioner of the Allopathic/Homeopathic & Indian System of medicine viz. Ayurvedic, Unani & Naturopathy with minimum qualification of MBBS/ BDS/ BAMS/ BHMS/ BUMS/ BNYS/ GFAM or equivalent or as permissible by government of India guidelines.
3. 'Specialist' means a medical practitioner with specialization in its branches/traits.
4. '**Dependents**' -
 - A. *In case of regular employees mean the following:*
 - (i) Spouse (Husband or wife as the case may be), of the member; and
 - (ii) Dependent Parents including stepmother
 - (iii) Parents/Parents in law of the government servant (as opted)
 - (iv) Children including step children and adopted children and those taken as Wards under the Guardians and Wards Act, 1890.

- a. Son till he starts earning or attains the age of 25 years, whichever is earlier.
- b. Child suffering from any permanent disability of any kind (physical or mental) irrespective of age limit.
- c. Daughter till she starts earning or gets married, irrespective of the age limit, whichever is earlier.
- d. Dependent divorced/abandoned or separated from their husband/ widowed daughters and
- (v) Dependent unmarried/ divorced/ abandoned or separated from their husband or widowed sisters irrespective of age limit
- (vi) Minor brother(s) upto the age of becoming a major

{As amended under CGHS/CS(MA) Rules from time to time}

- 5. 'Employee' means regular employee of NESTS including officers/employees on deputation.
- 6. 'Patient' means employee or a member of his/ her family to whom these Rules apply and requires medical attention.
- 7. 'Pay' means basic pay.
- 8. 'Competent Authority' means the authority/ officer authorized to allow reimbursement of expenses incurred on Indoor/ Outdoor Treatment under the approved Delegation of Powers.
- 9. 'Reimbursement' means payment against the medical bills submitted by regular employees as per CGHS/AIIMS approved rates as applicable or actual expenditure whichever is less.

NOTE

If the spouse is employed in any organization with medical facility, declaration is to be submitted regarding the official who will be claiming medical reimbursement. The official of organization from where claim will not be made has to certify the declaration submitted by the individual.

10. Policy shall be applied for the following categories of employees of the NESTS and their dependent family members:

- (i) All the employees of the Society including Regional offices and EMRSs.
- (ii) All the Central/State Government/Autonomous Bodies employees on deputation with NESTS.

The policy shall not be applied to Casual/part-time/contract personal engaged in society.

(B.) MEDICAL TREATMENT COVERED UNDER THESE RULES

Medical treatment covered under these rules will include the following treatment: -

- (a) Indoor treatment/ outdoor treatment taken from Allopathy, Homeopathy, Ayurvedic, Unani and Siddha system of treatment
- (b) Pathological Tests/Diagnostic treatment or investigation/ procedures/ radiological tests etc.
- (c) Dental treatment
- (d) Ophthalmic treatment
- (e) Prolonged (disease) treatment
- (f) **Home Quarantine Treatment**

Reimbursement of Home Quarantine treatment of any life threatening, infectious disease or pandemic categorized as pandemic by the Govt. (based on report of Govt. approved lab/agency) from any hospital shall be considered at par with indoor treatments.

(g) Non/post-hospitalization treatment of Special/Chronic Diseases

The employee (s) of the society including his/her dependent family members shall be entitled to reimbursement of expenses as per CGHS rates for non/post-hospitalization treatment of Special/ Chronic Diseases viz. Cancer, Diabetes, Heart Diseases, Mental Diseases, Polio, Tuberculosis, Leprosy, Epilepsy, Arthritis etc. subject to the condition that the recognized Medical Practitioner/Hospital certifies that prolonged treatment is required in such cases.

(C.) Outdoor Treatment

1. The medical expenses on OPD treatment shall be reimbursed as per CGHS/AIIMS rates whichever is less or as per actual in case there is no CGHS/AIIMS rate. This reimbursement will be allowed on furnishing a certificate in the prescribed proforma (**Annexure-I**) by the employee to the effect that he has incurred the said amount on treatment of ailments/illness of his self or/and dependant members of the family.
2. **Prolonged illness:** The expenditure incurred on investigations, consultation and test for prolonged disease/special disease as determined under CS(MA) Rules is admissible at CGHS rates along with cost of admissible medicines. A certificate regarding prolonged illness has to be submitted on expiry of every six months.
3. **Follow-Up Treatment:** All the beneficiaries (Employee and their dependants) are advised to follow the proper procedure while submitting their claims pertaining to follow-up treatment strictly as per CGHS norms.

(D.) Day Care Procedure:

Any day care procedure requiring short admission - a few hours to one day - accommodation charge for one day as per entitlement shall be applicable, provided the patient has been admitted in a room as per his/her entitlement as per CGHS rules.

(E.) INDOOR TREATMENT

For planned indoor treatment, permission from the Competent Authority is to be obtained in advance by providing of the details of hospital and treatment to be under taken.

In the case of admission due to emergency, the individual has to intimate his/her office (HQ/RO) at the earliest and HQ/RO will do verification of admission (applicable only in case of private hospital), thereafter, employee will seek ex-post facto approval from the Competent Authority after discharge. Bills will not be entertained without the approval from the Competent Authority. Further, verification in case of private hospital must be done by the NESTS Headquarters and regional office/state society for their concerned employees

1. Hospitalization in CGHS/ empanelled Hospital:

Reimbursement of the medical claim will be done as per the CGHS rates.

2. Hospitalization in non-CGHS/non empanelled Hospital:

A. Reimbursement for treatment in a hospital which is not empanelled by CGHS/states is admissible subject to fulfilment of following conditions.

(i) The Reimbursement of claims pertaining to hospital which is not empanelled would be considered in case of emergencies only. Bills of such treatment will be considered on production of a stamped emergency certificate from the hospital concerned.

(ii) The bills may be submitted to NESTS with the detailed bills including breakup for room, laboratory, investigations, pharmacy etc. The same has to be accompanied by a covering letter explaining the nature of "Emergency" circumstances. EMRS employees will submit their claims to regional offices. Regional will examine such claims and forward only genuine cases with recommendations NESTS headquarters for consideration and further process.

(iii) In any other the decision of the Competent Authority of the Society would be final.

(iv) No reimbursement shall be made for expenditure incurred on vitamins, calcium, nutritional supplements, etc. except when prescribed/certified by the doctor to the effect that such item/s are absolutely necessary for treatment of specific disease for restoration of normal health/cure of disease or mentioned on prescription that these medicines are for therapeutic use.

(v) Reimbursement of traveling expenses in certain exigencies will be allowed as GOI norms.

(vi) Reimbursement of life saving drugs imported from abroad: In general reimbursement of life saving drugs imported from abroad is not allowed however, if there is no medicine in our country as substitute but the same is very essential to save the life of the person, with the counter signature of CMO from govt. hospital certifying that, the medicine is very essential and needs to be arranged, the same may be considered for reimbursement.

(vii) Day care treatment where the patient is admitted and discharged on the same date is included in IPD Treatment.

(viii) Whenever it becomes necessary for an employee or any member of his/her dependent family members to be hospitalized on the advice of the Authorized Medical Attendant or from the doctor of Govt/CGHS/AIIMS or approved/empaneled Hospital/Nursing Home, the entitlement of Accommodation for the purpose will be regulated by the category/ level of the employee as per CGHS terms and conditions on the day of hospitalization

If the entitled accommodation is not available in CGHS empanelled hospital (**to be discussed**), accommodation of a higher class would be admissible on the condition that:

(i). The concerned hospital certifies in writing that accommodation of entitled class was not available for the patient on the date of his admission and condition of the patient was such that his hospitalization could not be postponed or delayed.

(ii). Such higher class of accommodation would be provided for a minimum period necessary and the patient would be shifted to the entitled class at the earliest opportunity as soon as such entitled accommodation becomes available.

NOTE

- a) In case of consultation resulting in hospitalization, the consultant fees will be reimbursed as per CHGS rates.
- b) In case of hospitalization. i.e. indoor treatment in Government Hospital/Private Hospital recognized by GOI, the entitlement of the NESTS employees for accommodation in hospital will be regulated as per the orders of the GOI. Ministry of Health and Family Welfare issued from time to time.
- c) In the case of hospitalization, in Government hospital, Private Hospitals /Diagnostic centers recognized by the Government of India/NESTS for specialized and general purposes treatment and diagnostic procedure on account of serious illness of the employee or any dependent members of his family medical expenses as charged by the hospital and incurred will be reimbursable as per CGHS norms.
- d) Accommodation charges, ICU/ICCU charges, Aesthetic charges, Operation charges, Monitoring charges, Operation Theatre charges cost of drugs and disposals Surgical sundries, - Physiotherapy charges, and charges towards Pathological, Bacteriological, Radiological or other method of examination for the purposes of diagnosis available in the hospital shall be allowed as per CGHS rates.
- e) Wherever package rates are available with CGHS, the claim will be entertained for the actual expenditure or package rates, whichever is less.

(F.) POST-HOSPITALIZATION AND FOLLOW-UP TREATMENT

This may be treated as OPD treatment for all purposes.

(G.) GRANT OF ADVANCES FOR MEDICAL TREATMENT

The grant of advances for inpatient medical treatment will be governed by GOI norms.

(H.) PROCEDURE FOR REIMBURSEMENT

The procedure for reimbursement of medical claim submitted by employees of society will be as per GOI norms.

(I.) MISCELLANEOUS

- (i) These Rules come into force as notified by NESTS.
- (iii) In case of any dispute relating to interpretation/application of these rules' decision of Competent Authority, NESTS, shall be final and binding.
- (iv) Disciplinary action as deemed fit will be initiated against employee who held guilty for false medical claims.
- (v) All situations and exigencies not covered under the Byelaws above shall be resolved with reference to corresponding provisions of CGHS /Central Services (Medical Attendance) Rules 1944.
- (vi) A panel of hospitals willing to treat employees at CGHS rates will be formed at NESTS and state society/RO level

(The procedure to claim reimbursement will be issued separately)

NATIONAL EDUCATION SOCIETY FOR TRIBAL STUDENTS, NEW DELHI
MEDICAL REIMBURSEMENT CLAIM FORM

(To be filled up by the Medical Card holder in BLOCK LETTERS)

1. (a) Name of the Medical Card Holder :
(b) Medical Card No. :
(c) Basic Pay :
(d) Full Address :
(e) Mobile No. and e-mail address, if any :
2. (a) Patient's Name :
(b) Relationship with the Medical card holder :
3. Name & address of the hospital / diagnostic center / imaging center where treatment is taken or tests done: :
4. Whether the hospital/ diagnostic/imaging center is empaneled under CGHS : YES/NO
5. Treatment for which reimbursement claimed :
(a) OPD Treatment / Test & investigations/Medicines :
(b) Indoor Treatment :
6. Whether treatment was taken in emergency : YES/NO

7. Whether subscribing to any health/medical insurance scheme, if yes, amount claimed/received : YES/NO
8. Details of Medical Advance taken, if any :
9. Total amount claimed
- (a) OPD Treatment :
- (b) Tests/Investigation :
- (c) Medicines :
- (d) Indoor Treatment

DECLARATION

I hereby declare that the statements made in the application are true to the best of my knowledge and belief and the person for whom medical expenses were incurred is wholly dependent on me. I agree for the reimbursement as is admissible under the rules.

Date:

Place:

Signature of the Medical Card holder

IMPORTANT

Kindly ensure to provide the following information / documents, wherever applicable:

- a) Obtain Break up of Investigations from the hospital/diagnostic center/imaging center (details and rates of individual tests and the exact number of tests, X-ray films, etc.,).
- b) In case of loss of original papers, Affidavits as per Annexure I to be submitted for IPD treatment.

Note: *Misuse of NESTS medical facilities is a criminal offence. Penal action including cancellation of medical card may be taken in case of willful suppression of facts or submission of false statements. Suitable disciplinary action shall be taken in case of serving employees.*

The list of 14 specified prolonged diseases for OPD treatment:

- 1) Heart ailments and FUC Hypertension
- 2) Diabetes mellitus
- 3) Paralysis/ Cerebrovascular attack
- 4) FUC Thyroid disorder
- 5) Kidney disorders
- 6) Bronchial Asthma
- 7) Cancer/ Malignant Tumors
- 8) Haemolytic Disorder
- 9) Tuberculosis
- 10) Rheumatoid Arthritis & (OA) Osteo Arthritis
- 11) Osteoporosis
- 12) Thalassemia
- 13) Chronic Liver Disease
- 14) Parkinson's
- 15) As amended and added from time to time by the Competent Authority