

# **RAJASTHAN HOUSING BOARD**



## **Rajasthan Housing Board Employees (Medical Attendance) Regulation, 1970.**

**C-38, Bhagwant Das Road , Jaipur-302001**

# **Rajasthan Housing Board Employee's (Medical Attendance) Regulation, 1970**

## **1. Applicability:**

- (1) These regulations may be called the " Rajasthan Housing Board Employee's Medical Attendance Regulations, 1970.  
They shall be deemed to have come into force with effect from 1st March, 1970.
- (2) These regulations shall apply to all employees of the Board.
- (3) These regulations shall not apply to :-
  - (i) Work-charged employees or staff employed on daily wages; and
  - (ii) Contingent Employees.

## **2. Definitions:**

- (i) **Authorised Medical Attendant:-** means a medical officer/Vaid/Hakim of the Rajasthan Government, or a registered medical practitioner or a Vaidya or Hakim nominated by the Board to be medical attendant in respect of an employee or class of employees at any place or area under the jurisdiction of the Board.
- (ii) **Consultation Fee :-** means a fees charged by the Authorised Medical Attendant from an employee, for attendance at the residence of the patient at the rates which may be approved by the board but not exceeding the rates prescribed in the Rajasthan Medical Officer's Fee Rules.
- (iii) (a) **Family :-** means employees wife (not more than one)/husband (in the case of women employee) son (s) including son (s) adopted legally, daughter (s) and parent (s), if wholly dependent on the employee.  
(b) The term "parent (s)" does not include 'step father' and the term "wholly dependent" in case of a parent means that there is no other adult son and no other source of income of the parents. If parent is a pensioner, with pension of less than Rs. 50/- P.M. he shall be treated as wholly dependent.
- (iv) **Hospital :-** means a Government of Rajasthan Hospital or Dispensary, or Aushadhalya or Unani Dawakhana and any other hospital or institution including

Sanatorium, Laboratory clinic of the authorised medical attendant in Rajasthan or in India with which arrangement may be made by the Board for the treatment of employees.

- (v) **Medical attendance** :- means attendance in a Hospital or the clinic of the authorised medical attendant or in case of illness which compels the patient to be confined to his residence, at the residence of such employees, by the authorised medical attendant, and includes ;
- (a) Pathological, bacteriological, radiological or other methods of examination for the purpose of diagnosis as may be available at a Hospital and which is considered essential for the treatment by the authorised medical attendant, and
- (b) Such consultation with any specialist as the authorised medical attendant certifies to be necessary to such extent and in such manner as the specialist may determine.
- (vi) **Patient** : - means an employee or a member of his family who falls ill and to whom these regulations apply.
- (vii) **Pay** : - means the amount to which an employee is entitled to and is drawn by him substantively or in an officiating capacity and includes personal pay and such other emoluments classed as pay by the competent authority. It does not include special pay and dearness pay.
- (viii) **Treatment** : - means use of all medical and surgical facilities as may be ordinarily available in the Hospital and supply of such medicines, vaccines, sera or other therapeutic substances as may be ordinarily available in the Hospital or which may not be ordinarily available but may be essentially required in the opinion of the authorised medical attendant for the recovery of the patient. In case of a female employee the treatment includes confinement as it does in case of the wife of a male employee.

### 3. Free Medical attendance and treatment of employee :

- (1) An employee shall be entitled to medical attendance and treatment free of charge in accordance with the provision of these regulations.
- (2) (i) The expenses incurred by an employee on account of medical attendance and treatment shall on production of essential certificate from the authorised medical

attendant in the prescribed form (Annexure-1) be re-imbursed to him to the extent and in manner provided in these regulations.

- (ii) The following charges paid by the employee for treatment are re-imbursable :
- (iii) (a) Cost of Allopathic drugs, medicines, vaccines, sera or other therapeutic substances as the Authorised Medical Attendant may certify in writing to be essential for the recovery or for the prevention of serious deterioration in condition of the patient, but excluding medicines which are regarded as food, toilet, tonics, having more food value, disinfectants and other similar preparations. List of Medicines which are non-reimbursable shall be notified by the board.
- (b) Cost of Ayurvedic or Unani medicines prescribed by the Authorised Medical Attendant shall be made only for the preparations which may be approved and notified by the board.
- (c) Consultation fee charged by the Authorised Medical Attendant from the employee for treatment at his (employee's) residence to the extent and on the scale laid down by the Board but not exceeding the rates prescribed in the Rajasthan Medical Officer's Fee Rules.
- (d) Fee paid to Compounder/Nurse for visit for administering injection at the residence of the employee to the extent & on the scale laid down by the Board but not exceeding the rates prescribed in the Rajasthan Medical Officer's Fee Rules.

**Note: - The charges as per sub-clause ;**

(c) & (d) above shall be reimbursed only on the certificate of the Authorised Attendant in the prescribed form (Annexure-2).

#### **4. Provision of accommodation in the Hospitals.**

An employee who receives medical attendance and treatment at a Hospital as an indoor patient shall be entitled to the following type of accommodation. The charges incurred by the employee for the type of accommodation, to which he is entitled shall be borne by the Board,

- (a) Officers drawing pay Deluxe or Cottage ward.  
Rs. 900/- P.M. and above

(b) Officers drawing pay below Rs. 900/- and staff members drawing pay Rs. 300/- and above.

Cottage wards

(c) Staff members in receipt of pay of Rs. 299/- and less but above Rs. 99/- P.M.

Rental wards of the lowest category.

**5. Admissibility of Travelling allowance to ailing employees in certain circumstances.**

- (i) If an employee fall ill at a place which is not the Head-quarters of the Authorised Medical Attendant he shall be entitled to travelling allowance as on tour except the halting allowance for the journey to and from such headquarter provided that he does not undertake journey for attendance by a dentist or an oculist. In case the condition of the ailing employee is so serious that he cannot be carried to the headquarters of the Authorised Medical Attendant, attending the patient at his residence shall be entitled to Travelling allowance as on tour for forward and return journey from his headquarters to the place of residence of the ailing employee under Travelling Allowance Regulations.
- (ii) If the Authorised Medical Attendant is of opinion that the condition of the patient is so serious or of special nature as to require medical attendance by a specialist medical officer other than himself, he may send the patient to the nearest specialist or other medical officer concerned. The ailing employee sent to another station from the Headquarters of the authorised Medical Attendant shall be entitled to Travelling Allowance as on tour without any halting allowance for the forward and return journey from and to the headquarters of specialist or other medical officer. An attendant/ escort accompanying the patient under written instructions from the Authorised Medical Attendant for the safety of the patient shall also be entitled to the Travelling Allowance on the scale admissible to an employee himself on tour without any halting allowance. In case an employee travels by air or in air conditioned class for this purpose , the travelling allowance shall be limited to travelling allowance admissible to him for journey by rail (except in air conditioned coach)/road/under

Rajasthan Housing Board Travelling Allowance Regulations, as on tour without any halting allowance.

## **6. Medical attendance and treatment of members of family of an employee**

- (i) The members of the family of an employee shall be entitled to free medical attendance and treatment at a Government Hospital on the scale and conditions allowed to an employee himself under regulation.

For the purpose of admissibility of concessions under this regulation, it is not necessary that the member (s) of the families of an employee should reside with him at the time of illness.

- (ii) Where both husband and wife are employees, they shall be entitled to medical attendance and treatment as independent entities according to his/her status under these regulations. In such a case the claim for reimbursement of medical expenses of the members of family dependent upon them shall be preferred by either husband or wife whoever in receipt of higher pay.

## **7. Procedure for claiming reimbursement.**

The procedure to be followed for claiming reimbursement of expenses incurred by an employee on account of medical attendance and treatment under these regulations shall be as follows :-

- (1) Every employees claiming refund of medical expenses incurred on account of medical attendance and treatment for himself and/or members of his family shall make an application in form given in Annexure '3'. Such claims shall be presented within one year from the date of completion of treatment.
- (2) (i) Each form of application referred in clause (i) shall be accompanied by an Essentiality Certificate from the Authorised Medical Attendant in form given in Annexure '1'.
- (ii) The cash memo attached to the medical bills, for purchase of medicines shall be verified and signed by Authorised Medical Attendant prescribing the medicines.
- (iii) An employees or member of his family who receives medical attendance and treatment at his residence under regulation 2 (2) ii (c) shall be reimbursed the

consultation fee charged by the authorised medical attendant and/ or fee paid to Compounder/Nurse for administering injection on production of a Certificate from the Authorised Medical Attendant in the prescribed form given in annexure 2. This certificate shall be attached with the application form.

(3) (i) (a) The bill for medical expenses shall be drawn in the form prescribed for drawing pay and allowance of employees and charged to the budget head to which pay and allowances are debited,

(b) Claim for Travelling Allowance admissible to ailing employee and /or attendant/escort under these regulations shall be drawn on travelling Allowance bill from. Such a travelling allowance claim shall be accompanied by a certificate from the authorised medical attendant permitting the employee alone or with attendant escort where necessary to undertake journey.

(ii) The bill shall be countersigned by the authority competent to sign the Travelling Allowance bill of the employee concerned.

(4) An employee shall present a consolidated claim for reimbursement of medical expenses not earlier than once in a month in respect of all the members of the family including himself/herself after the treatment is over, In cases where treatment continues over a long period, the claim for reimbursement of medical expenses up to the limit of Rs. 100/- in case of Board employees drawing pay above Rs.500/- and up to Rs.25/- in case of other employees.

#### **8. Fee for medical certificate for leave and for medical examination at the time of initial appointment.**

Board shall refund to the employee a fee charged by the authorised medical attendant and actually paid by him for giving a medical certificate in support of leave applied for by the employee on medical grounds or to a candidate approved for appointment to Board's service who is required to go for medical attendant. Shall be attached with the bill of medical reimbursement.

#### **9. Special concessions to Employees suffering from tuberculosis and Cancer.**

(a) Medical treatment for tuberculosis or cancer shall be admissible to the employees and his family. Those suspected of suffering from tuberculosis or cancer shall be sent by the authorised medical attendant for thorough examination and opinion to the Hospital or sanatorium, The charges, if any, for such thorough examination shall be borne by the Board.

(b) If in the opinion of the authorised medical attendant the case is found to be active one employee concerned shall be granted leave as per relevant regulations.

(c) The employee shall be required to under go treatment during such leave at such a Hospital which the authorised medical attendant may decide.

(d) In the opinion of the authorised medical attendant if considered necessary the patient will be admitted to a Hospital where proper facilities for treatment of tuberculosis/cancer exist or a Sanatorium or clinic.

(e) In addition to expenses of medicines re-imbursed under regulation (2), the expenses incurred by the employee on the following items may be re-imbursed to him by the Board on the following conditions:-

- (i) Cost of non-imburseable medicines i. e. medicines having more food value not exceeding Rs. 50/- per person.
- (ii) The amount shall be re-imbursed on production of vouchers duly countersigned and certified as under by the medical authority attending the case.

**Certificate of Special Medicines:-**

It is certified that Shri/Shrimati ..... Employed as..... in the Rajasthan Housing Board and Shrimati/Shri/Kumari ..... wife/husband/son/daughter of Shri/Shrimati was under the treatment for tuberculosis or cancer it..... Hospital/Sanatorium/Clinic .....from..... to..... and that during the above period the foHowing medicines having more food value were prescribed by me for the treatment of the patient.

Voucher No.	Name of Medicines (block letters)	Amount
<b>Signature of the Medical Authority attending the case</b>		



(b) If in the opinion of the authorised medical attendant the case is found to be active one employee concerned shall be granted leave as per relevant regulations.

(c) The employee shall be required to under go treatment during such leave at such a Hospital which the authorised medical attendant may decide.

(d) In the opinion of the authorised medical attendant if considered necessary the patient will be admitted to a Hospital where proper facilities for treatment of tuberculosis/cancer exist or a Sanatorium or clinic.

(e) In addition to expenses of medicines re-imbursed under regulation (2), the expenses incurred by the employee on the following items may be re-imbursed to him by the Board on the following conditions:-

- (i) Cost of non-imburseable medicines i. e. medicines having more food value not exceeding Rs. 50/- per person.
- (ii) The amount shall be re-imbursed on production of vouchers duly countersigned and certified as under by the medical authority attending the case.

**Certificate of Special Medicines:-**

It is certified that Shri/Shrimati ..... Employed as..... in the Rajasthan Housing Board and Shrimati/Shri/Kumari ..... wife/husband/son/daughter of Shri/Shrimati was under the treatment for tuberculosis or cancer it..... Hospital/Sanatorium/Clinic .....from..... to..... and that during the above period the following medicines having more food value were prescribed by me for the treatment of the patient.

Voucher No.	Name of Medicines (block letters)	Amount
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**Signature of the Medical  
Authority attending the  
case**

## ESSENTIALITY CERTIFICATE

1. I certify that Mr./Mrs./Miss .....wife/son/daughter of Mr..... employed in the office of ..... has been under treatment at the Hospital/Indoor/Outdoor in my Consulting room and that the under mentioned medicines prescribed by me in this connection are essential for the recovery/prevention of serious deterioration in the condition of the patient. These medicines are not stocked in the ..... for supply to private Patients and do not include proprietary/preparations for which cheaper substances of equal therapeutic value are available for preparations which are primarily foods, toilets or disinfectants.

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Cash Memo	Name of Medicines.	Cost
No. & Date.	(In Block Letters)	Rs. P.

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**Signature and Designation of the  
Authorised Medical Attendant**

**Signature of the Medical Officer  
I/C of the case in the Hospital**

2. Certified that the patient is/was suffering from ..... disease and is/was under nay treatment from ..... to..... It is further certified that the disease mentioned above does not come under venereal disease, Delirium/ Tremens.

3. The patient did not require/required hospitalizations. The case is/was definitely not/one of prolonged treatment.

4. Certified that the treatment is over/ continuing.

Entered at S. No..... In Hospital/ Dispensary Register  
on..... (Date)

**Signature of the Authorised  
Medical Attendant.**

**Place.....**

**Signature of the Medical Officer**

**Date.....**

**I/C of the case in the Hospital**

ANNEXURE 10.

FORM 'A'

CERTIFICATE

Certified that Shri/Smt..... son/wife/daughter/husband  
of Shri/Sm:..... o the Department of  
..... age..... was suffering from .....  
(disease) since ..... and was under my treatment. I paid visit, visits to his/her house on  
..... at time ..... as his/her condition was serious and his/her removal to the  
hospital would have been dangerous or injurious to his/her life.

I charged Rs ..... for my visits.

Signature and Designation  
of the Authorised Medical  
Attendant

Countersigned:

Signature & Designation of  
the Superior Medical Officer

Form of Application for claiming refund of Medical expenses incurred in connection with Medical Attendance and/or Treatment of Employees and their families.

N. B. Separate form should be used for each patient.

1. Name and Designation of the Employee (in BLOCK Letters)
2. Actual residential address.
3. Pay.
4. Place at which the patient fell ill.
5. Name of the patient and his/her relationship to the Employee  
(in the case of children state age also)
6. Amount of consultation fee charged by the Authorised Medical Attendant for treatment of Employees at residence (Mention name of the Dr.) and attach the prescribed certificate.
7. Fee paid to Compounder/ Nurse for administering injection at residence of Employee (attach prescribed certificate)
8. Ambulance charges.
9. Cost of the medicines purchased from the market.
10. Other charges admissible under rules, if any
11. Total amount claimed.
12. List of enclosures.

Declaration to be signed by the Employee:

I here by declare that the statements in this application are true to the best of my knowledge and belief and that the person for whom medical expenses were incurred is wholly dependent upon me.

Date.....

Signature & Designation of  
the Employee