

## **ANNEXURE-C**

### **The Punjab Urban Planning and Development Authority Employees (Medical Facilities) Regulations, 1997.**

In exercise of the powers conformed by clause (d) of sub-section (2) of section 182 of the Punjab Regional and Town Planning and Development Act, 1995 (Punjab Act No. 11 of 1995), the Punjab Urban Planning and Development Authority hereby makes the following medical facilities regulations, namely:-

1. Short title, commencement and application. - (1) These regulations may be called the Punjab Urban Planning and Development Authority Employees (Medical Facilities) Regulations, 1996.

(2) They shall come into force at once.

(3) They shall apply to all the employees of the Authority and the personnel employed on contract or on deputation or super annuated from the service of the Authority if the terms and conditions of contract or deputation, as the case may be, so provide but shall not apply the persons employed on daily wages.

2. Definitions.- In these regulations, unless the context otherwise requires, -

- (a) "Authority" means the Punjab Urban Planning and Development Authority;
- (b) "Chronic disease" means a disease specified as chronic disease by the Government of Punjab in respect of its employees;
- (c) "Employee" means a person in the whole time or part time employment of the Authority but does not include a person employed on daily wage.
- (d) "Family" in relation to an employee includes,-
  - (i) the wife or the husband, as the case may be, of the employee, whether residing with the employee or not but does not include a wife or husband separated from the employee by a decree or order of a competent court; and
  - (ii) parents and legitimate children of the employees wholly dependent on him and residing with him;
- (e) "hospital" means a hospital declared as such by the Chief Administrator from time to time for the purposes of these regulation and also includes a Government dispensary, Government hospital and the Post Graduate Institute for Medical Education and Research Chandigarh;
- (f) "Medical Officer" means a person appointed as such by the Chief Administrator as a Medical Officer for the purposes of these regulations and includes a Medical Officer working in a Government Hospital or a Government dispensary;
- (g) "Medical Specialist" means a person appointed as such by the Chief Administrator for the purposes of these regulations and includes a medical specialist working in a Government Hospital or a Government dispensary;

- (h) "medical treatment" means the use of all medical and surgical facilities available in the hospital in which an employee is treated and includes-
- (i) the supply of all medicines and vaccines and such other medical facilities as area certified by the medical officer to the necessary for the medical treatment;
  - (ii) such special medical treatment as is certified by the medical officer to be necessary;
  - (iii) such accommodation as is ordinarily provided in the hospital and is suitable as per status of the employees;
  - (iv) the services of nurses and other para - medial staff as are coordinarily employed in a hospital but does not include diet or treatment by specialists who are not on the staff of the hospital or not appointed as such by the Chief Administrator for the purposes of these regulations:

Provided that if the medical officer of the hospital is of the opinion that the case of patient is of such a serious nature that it requires medical treatment by any medical specialist he may send the patient to the nearest medical specialist or other medical officer by whom, in his opinion, medical treatment is required for the patient.

3. Out door treatment in hospital or from medical officer.- Every employee shall be entitled to get out door treatment for diseases other than chronic disease in a hospital or from a medical officer for which he will be entitled to reimbursement of amount spent on such out door treatment:

Provided that the amount or re-imbursement shall not exceed the amount of rupees six thousand in a financial year:

Provided further that the employee furnishes a certificate to the effect that he had actually spent that amount on his own treatment or on the treatment of his or her family members:

Provided further that the cost of food and the amount spent by the employee on the purchase of medicines or other items the reimbursement whereof is not admissible under the rules of the Government of Punjab will not be reimbursed:

Provided further that the cost of X-rays and pathological tests and dressing from the private hospitals shall be reimbursed at the rates approved by Chief Administrator besides the consultation fee. Such charges will be in addition to the reimbursement of amount spent on medicines prescribed by the Post Graduate Institute of Medical Education and Research Chandigarh or at the rates prescribed by the Government of Punjab for the Government hospitals, whichever rates are less.

Option to draw fixed medical allowance

in lieu of reimbursement.- (1) Every employee shall have the option to draw fixed medical allowance of rupees two hundred per mensem or such other amount as the Authority may fix from time to time.

(2) The employee who claims to opt for the fixed medical allowance as specified in sub-regulation.

(3) shall give his option in the month of March every year which will be operative for a period of one year commencing from the first day of April next following.

(4) Notwithstanding the option for fixed medical allowance the employee shall be entitled to reimbursement of the charges in respect of medical treatment as indoor patient in a hospital.

(5) Treatment of chronic disease. - The reimbursement of the medical treatment of chronic diseases shall be admissible to the employees without any monetary limit as is admissible the corresponding category of employees of the Government of Punjab.

Provided that the employee shall have to furnish a certificate of the medical officer or from a Medical Specialist in that faculty or an institution approved by the Chief Administrator for this purpose who should not be below the rank of a senior medical officer of a Government hospital or government dispensary in respect of the chronic disease and the certificate to furnished shall be valid for a period of one year from the date it is issued.

(6) Indoor treatment in hospital.- If the nature of the ailment is such which needs admission of the patient in a hospital the patient may be admitted in a hospital and the employee shall be entitled to reimbursement of the expenditure incurred by him on such medical treatment subject to the rates approved by the Chief Administrator and that the expenditure so incurred shall not exceed the maximum of the rates prescribed by the post Graduate Institution of Medical Education and Research Chandigarh or the rates prescribed by the Government of Punjab for the Government hospital. Whichever rate is less, and proper receipts of the expenditure are furnished by the employee.

(7) Consultation fee:- Fee for consultation to be paid to a Medical officer for a visit at the residence of the employee and at the clinic of the medical officer or a Hospital shall be such as may be fixed by Chief Administrator.

(8) Grant of travelling expenses in Certain cases:- If the Chief Administrator is satisfied that no adequate facilities for treatment are available at the place of posting of the employee he may, in accordance with the provisions of the Punjab Urban Planning and Development Authority (Travelling Allowance) Regulations, 1996, allow the payment of travelling expenses incurred by the employee in connection with the journey undertaken by the employee or his family members for getting treatment at a place other than the place of his posting and daily allowance shall also be admissible for such a journey. An attendant from the family of such an employee may also be allowed to accompany. The Railway fare or the Air fare, as the case may be, will be allowed as

per admissibility under the aforesaid Travelling Rules. The Daily Allowance to the attendant shall be the same as is permissible to the employee.

(9) Orthopedic and prosthetic appliances.- Every employee shall be entitled to reimbursement of the cost of orthopedic and prosthetic appliances purchased by the employee for himself or for any member of his family on the advice of a medical officer of a Government hospital for the following Artificial Limb Manufacturing Centers, namely:-

- (1) Navedak Prosthetic, Centre, Dault Singh Wala (Near Chandigarh); and
- (2) Orthopedic Workshop of the Government Medical College Patiala.

Provided that reimbursement will be made of the amount actually spent on the purchase of the appliance or at the rates prescribed by the Orthopedic Workshop of the Government Medical College, Patiala, whichever rate is less.

(10) Advance payment for medical treatment:-

When an employee is availing indoor treatment, the Chief Administrator may grant an advance upto ninety percent of the tentative expenditure with a maximum of rupees one lac subject to condition that a certificate to that effect is furnished from the Hospital concerned or the medical specialist of the concerned faculty indicating the likely cost of treatment.

(11) Procedure for claiming medical reimbursement. -

(1) Every employee shall submit his or her claim for reimbursement in respect of outdoor medical treatment in Form 'A' appended to these regulations enclosing also therewith the prescription and cash memos.

(2) Every employee shall submit his or her claim for reimbursement in respect of indoor treatment in Form 'B' appended to these regulations enclosing also therewith the cash memos and the discharge certificate issued by the competent authority of the hospital in which he or she remained admitted.

(12) Limitation for claims.-

1. Every employee shall purchase the medicines as per prescription within three days of such prescription and furnish medical claim for re-imburement within a period of six months of the date of the completion of the treatment as shown in the certificate issued by the medical officer or medical semifinalist, as the case may be.

2. Notwithstanding anything contained in sub-regulation the controlling officer may entertain a claim for reimbursement submitted after the expiry of three months, if he is satisfied that the employee was prevented by sufficient cause from submitting his claim for reimbursement in time.

(13) Power to relax. - The Chief Administrator may relax any provision of these regulations for reasons to be recorded in writing in a case involving hardship.

(14) Matters not provided in these regulations to be regulated by the Punjab Services Medical Attendance Rules 1940.- In matters for which no specified provisions has been made in these

regulations or any other regulations made by the Authority, the provisions of the Punjab Services Medical Attendance Rules, 1940 as amended from time to time and such other rules or instructions as are framed or issued by the Government of Punjab on the subject, shall apply mutatis mutandis.

(15) Repeal and Saving. - All the rules, regulations, instructions and policy decisions as are applicable to the employees of the Authority in respect of the matters covered under these regulations are hereby repealed:

Provided that anything done or any action taken under the rules, regulations, instructions and policy decisions so repealed shall be deemed to have been done or taken these regulations.

**Form A**

**(See regulations)**

**CERTIFICATE FOR OUTDOOR TREATMENT**

I certify that Mrs./ Mr./ Miss ..... wife/son/ daughter of Shri ..... employed has been under my treatment at the ..... Hospital/ my consulting from and that the under mentioned medicines prescribed by me in this connection were absolutely essential for the treatment and recovery/ prevention of serious deterioration in the condition of the patient. The medicines were not stocked in the ..... (name of the hospital) for supply to entitled patients and do not include proprietary preparation for which cheaper substitutes of equal therapeutic value are available nor preparations which are primarily food foliates or disinfectants.

2. Certified that treatment as in-patient was not necessary.
3. Certified that the medicines charged have no cheaper effective substitute.
4. Period of treatment from \_\_\_\_\_ to \_\_\_\_\_
5. Certified the price claimed is reasonable.
6. Certified that the medicines are not in the nature of tonics, etc. the cost of which is not reimbursable under the rules, regulations issued on the subject from time to time.
7. Certified that the medicines prescribed are not in the list of inadmissible medicines/ articles as drawn up for Central Government employees by the D.G.H.S., New Delhi, vide his No. S-(14)-11/4/74/MC, dated 12.9.1974, as amended from time to time which has been made applicable mutatis mutandis to Punjab Government employees, vide Pb. Government Memo No. 11648-4HB-61/53159, dated 21.12.1961 as also to the employees of the Punjab Urban Planning and Development Authority under the Punjab Urban Planning and Development Authority employees (Medical facilities) Regulation, 1966.
8. He/She was suffering from \_\_\_\_\_.

Sr. No.	Name of Medicine	Quantity	Name of Chemist & address.	Bill No. and date	Price

Signature & Designation  
of the Authorized Medical  
Attendant (with seal)

**Countersigned**

1. Certified that the treatment pertains to myself.
2. Certified that my wife/husband/son/daughter is residing with me wholly and solely dependent upon me. He/she is not in PUDA Service and has no source of income except me.
3. Certified that I have actually purchase and consumed the above medicines prescribed by the authorized medical attendant for the purpose during the period of treatment.
4. Certified that I retired from the Authority as \_\_\_\_\_.
5. Neither I am employed anywhere nor I am getting any medical facility from any other source.
6. Certified that I have not opted from fixed medical allowance and I am drawing open medical allowance.

Signature of the Claimant  
Designation & Address

(Form B)

(See regulations)

**CERTIFICATE FOR OUTDOOR TREATMENT**

I Dr. ....certify that Mr./ Miss/ Mr.  
..... son/ daughter/ wife of Shri ..... has  
been under my indoor treatment at ..... Hospital and that the under  
mentioned treatment drugs, laboratory tests, X-ray etc. prescribed by me in this connection were  
absolutely essential in the treatment recovery/prevention of serious deterioration in the condition  
of the patient. The medicines were not stocked in the ..... Hospital for supply to the  
private entitled patient and do not include proprietary preparation for when cheaper substitute of  
equal therapeutic valude are available, nor preparations which are primarily food, toilets or  
disinfectants.

2. Certified that treatment as in-patient was not necessary. He/She was suffered  
from ----- period of treatment from ----- to ----- . Certified that the medicines  
charged have no cheaper effective substitute. Certified that the price in reasonable.

Certified that the medicines are not in the nature of tonics, etc. the

OR

Certified that the medicines which are in the nature of tonic/ foods were prescribed as  
medicines as essential.

Certified that the medicines prescribed are not in the list of medicines/ articles as drawn  
up for Central Government employees by the D.G.H.S., New Delhi, vide his No. 4-18158-M II,  
dated 16th August, 1958 as amended from time to time which has been made applicable mutatis  
mutandis to Punjab Government employees, vide Pb. Government Memo No. 10451-  
BBIV/61/647769, dated 17th November, 1961 as also to the employees of the Punjab Urban  
Planning and Development Authority under the Punjab Urban Planning and Development  
Authority employees (Medical facilities) Regulation, 1966.

Certified that the X-ray, laboratory tests, investigations etc. for which expenditure  
was incurred as given below were necessary and were undertaken on my advice at the -----  
---- Hospital.

Certified that the injections administed were not for immunizing or prophylactic  
purposes and were essential for treatment.

Particulars of expenditure incurred, as admissible"

Nature of charge	Amount	Receipt No. and date
Charges paid to the Hospital.		
Admission fee		
Room rent from ..... to .....		
Medical attendance charges from ..... to .....		
X-ray charges		
L-laboratory charges		
Special medicines		
Operation charges		

Sr. No.	Name of the Medicines (in block letters)	Name of Chemist and address	Cash Memo No. and date	Price

Counter signed

Signature of the  
Medical Officer/ Medical  
Specialist in charge with  
Designation.

Medical Superintendent of Hospital

1. Certified that my \_\_\_\_\_ is wholly and solely dependent upon me and is residing with me. He/ she is not in Government service.
2. Certified that the treatment pertains to myself.
3. Certified that the medicines have been purchased during the period of treatment.

Signature of the claimant