



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान
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CIRCULAR

Being situated at a non CGHS covered area, health benefits enjoyed by CGHS covered areas are not available for the staff of the institute, including the retired employees. Therefore, as per approval of higher bodies, we are going to implement a newer Health Scheme for the employees of the institute, in the pattern of NIMHANS.

Prepared draft rules as attached are hereby circulated inviting comments/suggestions/queries of interested to the institute email id **lgbrimh@yahoo.co.in**, from 7days of issue of this circular.


(Dr. H. Dutta)

Chief Administrative Officer
LGBRIMH

LOKOPRIYA GOPINATH BORDOLOI REGIONAL INSTITUTE OF MENTAL HEALTH
(LGBRIMH) SCHEME

1. Introduction:

LGBRIMH is a central autonomous health institution under the Ministry of Health and Family Welfare, Govt. of India and follows CCS Rules mutatis mutandis. Accordingly, CCS (Medical Attendance) Rules 1944 is being followed for regulation of medical claims and other associated issues in case of serving employees. The Executive Council in its 29th meeting held on _____ felt that a policy in the line of NIMHANS with a view to provide comprehensive medical facilities to the employees and their dependent family members, retired employees and their dependent family member, limited facilities to residents, full time students, contract employees.

Therefore, a Committee was constituted to prepare modalities vide Office Order No. _____ dated _____.

The Committee accordingly prepared a draft rule which is enclosed herewith.

2. Rules :

- i) Short title : These Rules may be called the LGBRIMH (Medical Attendance) Rules, 2021.
- ii) These Rules shall come into force on the _____ day of _____.

3. Extent of Application :

Save as otherwise provided in these rules, these rules shall apply to all regular employees holding sanctioned post, deputationist, retired employees and their dependent family member and also resident doctors subject to fulfilment of condition as laid down in Sl. _____, but shall not apply to –

- (a) Person in casual or daily-rated or part-time employment;
- (b) Persons paid from contingencies;
- (c) Persons employed on contract except when the contract provides otherwise

4. Definition :

Unless there is something repugnant in the subject or context, the terms defined in this Clause are used in the rules in the sense here explained :

- a) 'Institute' means Lokopriya Gopinath Bordoloi Regional Institute of Mental Health (LGBRIMH),
- b) 'Director' means Director of the Institute
- c) 'Medical Superintendent' means Medical Superintendent of the Institute
- d) 'CF&AO' means Chief Finance & Accounts Officer of the Institute,

e) 'AMA' means Authorised Medical Attendant of the Institute

f) 'Family' means -

(i) husband or wife;

(ii) dependent parents and step parents (In case of adoption, adoptive parents and not real parents. In case of female employees, either her parents or parents-in-law at her option, but such an option is not available to a female family pensioner as she can avail medical facilities only for the dependents of the deceased LHS beneficiary);

(iii) dependent children including legally adopted children or step children limited to two and in case of son, till he starts earning or attains the age of twenty five years, or gets married whichever is earlier, and in case of daughter till she starts earning or gets married, whichever is earlier irrespective of age;

(iv) dependent sons suffering from permanent disability either physically or mentally irrespective of age limit.

Note 1: The disability mentioned herein means - (a) blindness; (b) low vision; (c) leprosy cured; (d) hearing impairment; (e) locomotor disability; (f) mental retardation; or (g) mental illness.

Note 2: Permanent disability means a person with eighty percent or more of one or more disabilities;

(v) dependent divorced/abandoned or separated from their husband/widowed daughters and dependent unmarried/divorced/abandoned or separated from their husband/widowed sisters (irrespective of age);

(vi) minor brothers (Up to the age of becoming of major)

(g) 'Patient' means a regular employee holding sanction post or a retired employee, retired employee and dependants family members of both, including resident doctor

(h) 'Competent Authority' means the Director of the Institute;

(i) 'Hospital' means LGBRIMH Hospital, Government hospital and any other private hospital/nursing home recognised or empanelled by the Institute;

(j) 'Treatment' means the use of all medical and surgical facilities available at the hospital referred at 2(j) above in which a patient is treated and included -

(a) the employment of such pathological, bacteriological, radiological or any other methods as are considered necessary by the AMA;

(b) Dental treatment where the diagnosis of the physiological or other disability from which a patient is suffering indicates that the teeth are the real source of disturbances provided it is a of a major kind such as treatment of a jaw bone disease, whole scale removal of teeth etc.

(c) Any treatment for special diseases like TB, Leprosy, Cancer, Thalassaemia and such other malignant diseases, irrecoverable paraplegia and hemiplegia, diseases requiring thoracic surgery, heart diseases, kidney ailments, neurological ailments, where hospitalization is not required by constant treatment/check-up is necessary with consumption of drugs/medical procedures as outdoor patient, she/he shall be entitled to receive full reimbursement of the cost of medicines/medical procedures purchased and prescribed by the hospital/private nursing home etc.

(d) If a patient requires treatment in a hospital other than the hospitals mentioned in _____, then it should be referred by a Referral Board to be constituted by the Director of the Institute with the advice of Medical Superintendent of the Institute. In case of emergency and treatment outside the state, the Director may allow a patient to go for treatment outside the State of Assam. However, the matter has to be subsequently ratified by the Referral Board.

5. Membership of the scheme

The membership of the scheme is compulsory for all the regular employees. The benefit under the scheme commence from the date on which LHS card is issued to the employee. However, the contribution at the appropriate rate would be recovered as soon as a person joins LGBRIMH service, whether the LHS Card is issued or not.

Where both husband and wife are LGBRIMH employees, contribution will be deducted normally from the employee who is getting higher pay and he/she can prefer claims for self and eligible members of the family, according to the status of the claimant. A joint declaration as to who will prefer the claim should be furnished. The option given in the declaration can be changed as and when necessary depending on change in circumstances, such as promotion, resignation, retirement etc.

A female employee can include her parents or parents-in-law at her option for availing the benefits under the scheme subject to fulfilling the conditions of dependence and residence. In case both husband and wife contribute towards LHS, the parents of both will be entitled to the medical facilities, if they fulfil other conditions of eligibility.

An employee, whose spouse is serving any organisation, which provides medical facility to its employees and members of their family, can opt out of LHS and avail of medical facilities from the organisation in which his/her spouse is working. In such cases, the employee shall have to give a written declaration that he/she will not be claiming any medical facility from LHS. The employee need not make any contribution towards LHS in such cases.

Such of the employees, who have opted out of LHS, may apply for re-admission and avail the benefit of LHS in case their spouse dies or resigns or is dismissed from the organisation, which provided medical facilities.

6. Eligibility condition and Membership : The following members are eligible to avail medical facilities under the Scheme:

- (i) All regular employees of Lokopriya Gopinath Bordoloi Regional Institute of Mental Health including deputationists and their dependent family members.
- (ii) Employees retired after _____ and their dependent family members, who have opted for the scheme. Retiring employees should exercise their option within one month of their retirement.
- (iii) Family pensioners who are dependents of the deceased LHS beneficiary.

Following limited facilities (for self only) are also available to residents, full time students, employees retired before _____, and employees appointed on contract if they request for the benefit:

- (a) Free consultation or treatment at LGBRIMH hospital and medicines available at the pharmacy will be issued to them.
- (b) Free in-patient treatment at LGBRIMH in appropriate wards commensurate with their salary or stipend or pension.
- (c) Free investigations and diagnostic procedures available at LGBRIMH including CT scan and MRI, advised by AMA only and not by outside consultants.

Free drugs on outpatient basis shall not be issued. They are not eligible for any medical reimbursement facilities.

7. Dependant family members

(a) Dependant family members of an employee or pensioner/retired employee as per definition as enumerated at Rule-3(f) can avail of medical facilities under LHS, if they are normally residing with him and their income from all sources including pension (before commutation) and pension equivalent of death cum retirement gratuity benefit does not exceed Rs. 3500 plus dearness allowance on the basic pension of Rs.3500 per month. The condition of dependency is not applicable to spouse and the spouse is automatically included for medical benefits under LHS.

(b) A declaration regarding income and the residence of dependant should be furnished by the employee concerned once in the beginning of every calendar year. Personnel Section/Administration shall watch the declaration furnished by the employees and take steps to delete the names of ineligible dependant from LHS card, based on the declaration.

(c) Addition to the family may be allowed in the following circumstances, namely:

- (i) marriage of the LHS beneficiary requiring inclusion of spouse's name;
- (ii) birth of a child; or
- (iii) parents becoming dependants.

(d) Deletion of the name of an ineligible dependant:

It is the responsibility of the employee concerned to apply for the deletion of the name of a dependant from the LHS card, when the dependant is no more entitled to the benefit eligible under the scheme in the following circumstances; namely:

- (i) death of the eligible member in the family;
- (ii) divorce of spouse;
- (iii) a member becoming ineligible on account of becoming outside the scope of dependency due to marriage, securing job, change of residence, etc.

The failure to do so is a good and sufficient reason for initiating disciplinary proceedings against the employees concerned in terms of the Central Civil Services (Classification, Control and Appeal) Rules, 1965.

8. Issuance of LHS Card :

(a) The benefits of LHS accrue to an employee/pensioner/retired employee from the date of issue of the LHS card. LHS cards of different colors are issued to serving employees and pensioners/retired employee. Stamp size photographs of the beneficiary and his/her dependant family members will be affixed on the card duly attested by the officer issuing the card. Children below five years are exempted from the requirement. The cost of photograph will be borne by the beneficiary.

(b) Residents and full time students are also issued LHS card of a different color with photograph on collection of one hundred rupees from them.

(c) Employees/Residents should surrender their LHS Identity Card to the authority who issued the card on retirement, resignation or on being relieved from the Institute.

(d) The pensioners availing of the facilities are required to change their family photograph in every five years and get the identity card renewed by the authority issuing the card.

(e) The AMA may insist on the production of LHS card by the beneficiaries during each visit in order to ensure that the facility is not misused by ineligible dependants.

(f) Replacement of mutilated card: If an identity card gets mutilated, the card holder shall apply to the issuing authority for issue of duplicate card along with the mutilated card and photograph. The issuing authority shall issue a duplicate card in such case bearing the number of original card. If the request for a duplicate card is made within five years of issue of original (mutilated card) the card holder shall be liable to pay one hundred rupees as its charges. However no charges shall be payable, if the card was issued more than five years back.

(g) Loss of card - In case of loss of card, the beneficiary should lodge a complaint with the local police and also report the matter to Medical Officer In charge of NHC and to the authority who issued the card. A duplicate card shall be issued in such cases on receipt of an application by the beneficiary along with the following documents:

- (i) copy of the complaint lodged with the police about the loss of original card;

- (ii) copy of First Information Report from police station;
- (iv) challan for a sum of one hundred rupees towards issue of duplicate card along with the photograph of the beneficiary and his/her dependant family members.

9. Hospital accommodation

(1) LHS beneficiaries admitted in Hospitals are entitled for the following. types of accommodation, namely:

Category	Type of ward
(a) Faculty and Group 'A' Officers	Special Ward/Cabin - single bed
(b) Group 'B' and 'C'	Special Ward/Cabin - sharing
(c) Group 'C' employees in the grade pay of Rs. 1800	General

In case the entitled ward for an employee is not available at the time of admission, he/she shall be admitted to the next higher category of ward with the prior approval of Medical Superintendent of the Institute.

(2) The entitlement of accommodation in private hospitals recognised under LHS is based on pay or pension drawn as indicated below:

Ward Entitlement	Pay in the pay band or pension or family pension drawn per month
1) General Ward	upto Rs. 13,950/-
2) Semi Private Ward	Rs. 13,960/- to Rs. 19,530/-
3) Private Ward	Rs. 19,540/- and above

(3) The monetary ceiling for determining the entitlement of nursing home facilities in Central Government or State Government or Municipal hospitals is pay in pay band or pension or family pension of **Rs. 13, 950** per month and above.

(4) **Free diet:** LHS beneficiaries shall be entitled for free diet during hospitalisation. The monetary ceiling for free diet is pay or pension or family pension of **7450** per month. It is also extended to the beneficiaries undergoing treatment for T.B., Leprosy, Mental illness. Cancer and HIV/AIDS, Renal dialysis therapy, Thalassaemia in Central Government hospitals, subject to the condition that free diet will be restricted to those drawing their pay in pay band- I or retired from a post which now carries pay in pay band- 1 and further subject to monetary limit of **Rs.11160** per month..

10. Contribution towards availing of LHS facility : A compulsory monthly contribution from regular employees and one time lump sum contribution from pensioners who opt for the scheme as detailed below are recoverable under the scheme.

(a) Regular employees/Residents

(i) Contribution at the rate of one percent of basic pay i.e., pay in the pay level and NPA (wherever applicable) from monthly pay bills of all employees.

(ii) During the period of suspension, contribution shall be recovered from subsistence allowance subject to the condition that the difference shall be recovered if the suspension period is subsequently regularised as duty or leave.

(iii) Contributions shall be payable for the leave period (other than extra ordinary leave), if the period does not exceed four months. If the period of leave exceed four months, the employee can opt not to contribute, in which case LHS facility will not be admissible.

(iv) Contribution for full month shall be payable if the initial appointment is made within first fifteen days of a month.

(v) At the time of retirement, contribution for the full month shall be recovered.

(b) Employees on contract who opt for the scheme shall contribute 0.5 percent of their monthly salary for availing of the benefit for self.

(c) Pensioners/Retired employee

Contribution to be made by the pensioners or family pensioners is at CGHS slab rates based on the pay level drawn by them at the time of retirement or death. Pensioners and family pensioners who opt for the Scheme have to make one time contribution equivalent to ten years (120 months) subscription at the following rates based on their pay level as indicated below and get a permanent or whole life LHS pensioner card.

SL. No	Grade pay drawn at the retirement or time of death	Contribution per month
<u>1</u>	Upto Rs.1650 per month	Rs. 50
<u>2</u>	Rs. 1800, Rs. 1900, Rs. 2000, Rs. 2400, Rs. 2800	Rs. 125
<u>3</u>	Rs.4200	Rs. 225
<u>4</u>	Rs. 4600, Rs.4800, Rs.5400 & Rs. 6600	Rs. 325
<u>5</u>	Rs. 7600 and above	Rs. 500

N.B. : Contributions for periods less than ten years will not be accepted

(d) Employees on extension of service or re-employment after retirement

Employees on extension of service or on re-employment after retirement shall pay normal contribution as in the case of serving employees for availing LHS facilities. The period of extension of service or re-employment of such persons and the contribution paid by them during that period will not count towards one time contribution payable for whole life.

(e) Refund of contribution

In case of permanent shifting of residence by the LHS pensioner beneficiary out of Tezpur, refund of one time contribution made will be allowed after adjusting the contribution for the years for which the benefit was availed of. The pensioner has to make application for this purpose and surrender the LHS identity card to personal or staff section.

11. Pensioners settled outside Tezpur

Pensioners or family pensioners retired after _____ and who are members of LHS, but settled outside Tezpur can avail in-patient medical facilities at CGHS recognised hospitals. However, the medical reimbursement would be restricted to the prevailing CGHS rates and the treatment should be taken at cities or towns where CGHS facility exists after following all the prescribed formalities.

12. Medical and other facilities under LHS

(1) LGBRIMH Health Scheme(LHS) provides medical services both outdoor and indoor treatment at the Government hospitals and referral hospitals, besides treatments at certain private hospitals recognised by LHS (empanelled hospitals).

(2) LHS beneficiaries and their eligible family members can avail outpatient care facilities at LGBRIMH hospital.

(3) LHS has recognised certain hospitals and diagnostic centres in Tezpur, which are empanelled under CGHS for central Government employees. The services of those private hospitals will be available to LHS beneficiaries in addition to the Government hospitals in Tezpur. The beneficiaries are required to produce the LHS Card issued to them and obtain referral from AMA to avail the facilities in the approved hospitals. However, in case of emergencies, they may contact the hospitals directly, producing the LHS Card and obtain the referral letter within twenty four to forty eight hours. The approved hospitals would be charging for the services provided by them as per the CGHS approved rates. The expenditure incurred in excess of the limits prescribed, has to be borne by the beneficiary. The AMA should obtain an undertaking to this effect from the beneficiaries in the prescribed form before referring them to recognised private hospitals. The beneficiaries are required to make payment to the hospital and claim reimbursement from the Institute later.

(4) With effect from the _____, a CASH LESS SERVICE is introduced for in-patient treatment at the empanelled hospitals. Under this scheme empanelled hospitals will not insist on payment from the beneficiary. They will send the bill to the authorised

Bill Clearing Agency who, after scrutinising the bill, will authorise LGBRIMH to release payment to the hospital concerned.

(5) Indoor treatment at private hospitals and package deal rates: The procedure for indoor treatment at recognised private hospitals and the package deal rates shall be as prescribed by Govt. of India for CGHS beneficiaries from time to time.

(6) Reimbursement of the cost of the disposable surgical sundries : (i) LHS beneficiaries are entitled to reimbursement of cost of disposable surgical sundries as per CGHS norms subject to the condition that the treating specialist or doctor certify that the disposable surgical sundries were essential as part of treatment; (ii) The surgical sundries mentioned here includes those surgical subsidiaries as are used in surgical and other operations which cannot be reused, and not common surgical material like gauze, bandages, leucoplast, cotton, crepe bandage, etc., which are supplied from the hospitals.

(7) Reimbursement of blood transfusion charge : LHS beneficiaries are entitled to reimbursement charges on blood transfusion subject to the condition that the treating physician certifies that the specific blood group was not available in the hospital and the charges of blood are comparable with rates of Red Cross, State or Central Government hospitals.

(8) Reimbursement of air-conditioning charges : LHS beneficiaries are entitled for air-conditioning charges or expenses as heating arrangement subject to the following conditions, namely - (a) treatment should be undertaken in a Government hospital or LHS recognised private hospital; (b) treating Medical Attendant should certify that the air conditioned room or heating arrangement is absolutely essential for patient's treatment or is a normal part of hospital amenities to all private wards.

(9) Supply of medicines : (i) Utmost economy should be exercised by the AMA while prescribing medicines. Where medicines of lesser cost but of equal therapeutic value are available, only those should be prescribed. The following procedures are prescribed for the supply of medicines to NHS beneficiaries for outpatient treatment, namely; (ii) In respect of drugs not available at LGBRIMH, the AMA shall issue the prescription in the prescribed form in duplicate and then the NHS beneficiary may submit the copies of prescription at the medical store maintained by the Janatha Bazar (KCCF Unit) at NIMHANS premises and collect the medicines without making any payment; (iii) In case of non availability of medicines at the Medical Stores, Janatha Bazar, the beneficiary may handover the prescription to them and the medical stores, Janatha Bazar, will arrange to purchase the medicines locally and supply it to the beneficiary at the earliest; (iv) Cost of medicines purchased by beneficiaries from outside is not reimbursable; (v) In respect of drugs prescribed by Honorary Consultants or Specialists of NHS recognised hospitals, the beneficiaries may obtain fresh prescriptions from the Medical Officer, NHC in the prescribed form in duplicate and the same procedure as above to collect the medicines from the Medical Stores of Janatha Bazar may be followed; (vi) Supply of medicines through NHC in respect of treatments for diseases like cancer, heart, neuro surgery, organ transplant and hip or knee

replacement, etc. shall be allowed on the basis of the prescription provided by the specialist of the hospitals recognised under NHS subject to the condition that a utilisation certificate is obtained from the concerned treating specialist from time to time; (vii) Besides, cost of Out Patient Department medicines for post-operative cases of major cardiac surgery or cardiology, oncology cases, post operative organ transplant cases or joint replacement cases or major neuro surgical or neurology cases is allowed to be reimbursed provided a utilisation certificate from the treating specialist is obtained and the initial treatment has been taken with prior permission of competent authority in a Government or private recognised hospital; (viii) NIMHANS Health Clinic will issue medicines up to one month at a time to patients suffering from chronic illness like diabetes, tuberculosis, heart ailments, hypertension, IHD, epilepsy, etc., and in exceptional cases, Medical Officer, NHC can issue medicines for a period up to three months at a time to such patients provided the specialist has prescribed the medicines for a longer period; (ix) Issue of same medicines beyond three months requires review by Specialist or Consultant, and if the Specialist or Consultant recommend the continuation of same medicines, Medical Officer, NHC can issue the medicines to the beneficiaries for period exceeding three months and such reviews may be conducted in every three months; (x) Medical Officer, NHC should refer the cases for review by Consultant or Specialist, at least once in three months, where the medicines prescribed by them earlier are continued for longer periods, to find out whether any changes are required, and in cases of chronic illness such as diabetes, tuberculosis, heart ailments, epilepsy, hypertension, etc. where the Specialist or Consultants has prescribed medicines for longer periods, the necessity of conducting such reviews may be insisted at the discretion of the Medical Officer, NHC.

(10) Inadmissible Medicines : A list of inadmissible medicines are circulated by the Ministry of Health and Family Welfare, Government of India, which includes preparations classified as foods, preparations commonly used as tonics, expensive drugs, laxatives or other elegant and proprietary preparations. The AMA should not prescribe such medicines to the beneficiaries. Though the list of medicines circulated by the said Ministry is not exhaustive, the AMA has to take a decision whether a particular medicine or preparation falls under any of the broad categories specified in the list and not to prescribe them. Accounts section, while scrutinising the claims for reimbursement, should see that the claims for such medicines are not admitted.

(11) In patient treatment : In cases of inpatient treatment in LHS recognised hospitals, reimbursement of expenses including cost of medicines as per LHS Rules will be made to the beneficiaries.

13. Reimbursement and Submission of bills :

(i) All employees including retired employee shall submit their medical treatment bills for reimbursement to the office of the Medical Superintendent following prescribed norms as per CCS Medical (Attendance) Rules.;

(ii) Each case of medical reimbursement shall be scrutinized by a duly constituted Standing Committee. The Committee shall meet twice a month and more often as required so that settlement of claim can be done quickly;

14. Advance for medical treatment :

If an employee requires medical advance for him/her or their dependents, she/he may request for such advance through his/her Controlling Officer in the prescribed form. The amount of advance to be recovered from final bill or his/her dues as the case may be is as follows :

- (a) For treatment within the state of Assam (80% of estimated expenditure or Rs.50,000/- whichever is less);
- (b) For treatment outside the state of Assam referred by referral Board (80% of estimated expenditure or Rs.1,00,000/- whichever is less). However, in case of additional amount of advance may be allowed with the approval of Director subject to production of estimate of expenditure by the concerned hospital. The amount of advance may vary on case to case basis.
- (c) Travelling Allowances for treatment in outside of the State of Assam shall be regulated as per TA rules of Govt. of India.

15. Interpretation of Rules :

(a) Orders issued by Ministry of Health and Family Welfare, Government of India, from time to time with regard to specialised tests and treatments and other procedures in respect of Central Government employees under CGHS shall also apply to the beneficiaries under LHS;

(b) If any doubt arises regarding the interpretation of these rules, it shall be referred to the Director whose decision shall be final and binding.

(c) All other conditions, definitions, clauses, procedure, and treatment etc. which are not covered under this scheme shall be governed as per the provisions contained in the CCS (Medical Attendance) Rules 1944.