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DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P. ESTATE, NEW DELHI

No. D.II-7(27)/98

Dated: 27.8.1991

OFFICE ORDER No. 16.

Subject: Specialised Medical Scheme for DTC Employees.

DTC Board vide its Resolution No.82/91 dated 30.5.91 has approved a Specialised Medical Scheme as annexed, which comes into force with effect from 1st Sept., 1991.

2. The Specialised Medical Scheme is over and above the Medical Scheme already in existence for general diseases.

3. The claim for reimbursement of Specialised Medical Treatment will be entertained only if the patient was referred by DTC Medical Board for such treatment to one of the empanelled Hospital (Annexure-'A') besides other Government Hospitals, except in cases of emergency, where the employee/dependant family members, if any, shall have to intimate the Medical Board within the next subsequent working day.

Accordingly, Regionwise Medical Boards have been constituted and authorised to refer the employees and dependant family members for specialised medical treatment to keep a watch on such treatment and also certify each claim bill.

In case, during odd hours or on holidays etc., an employee fails to contact the concerned Medical Officer of the Medical Board fall in his region, he should invariably inform the concerned Medical Officer over telephone or at his residence.

DETAILS OF THE MEDICAL OFFICERS/MEDICAL BOARD:

Regions	Medical Board	Name & Address of Drs. with Telephone Nos.
1. Hrs. East Region, I.S.Region, Trg.School, P.Press.	Full time M.O. I.P.O. Full time M.O. of East Region	i) Dr.R.K.Saikia, A-107, Pandara Road, New Delhi. ii) Dr.Yogesh Tiwari, Uttranchal Cr.Hous.Soc- ciety, Plot No.5, Dr.No.45, Behind Mother Dairy, Patparganj, Delhi. Tel.No.Office:2241516
2. South & West Region.	Full time M.O. of West Region Full time M.O.	i) Dr.Rajender Kumar, 4999, Ramdwara Road, Paharganj, New Delhi. Tel.No.Office.6841379/ 6847806 Res. 778785.

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3. North Region, Full time M.O. of North Region & Second full time M.O. of East Region. Store & Pur. CWS-I & II.
- i) Dr. S.P. Gupta,
4698/49 Rigarpura,
Karol Bagh, New Delhi.
Tel.No. Office: 3317445.
- i) Dr. V.K. Srivastava,
XII/7331, Prag Nagar,
Near Birla Mill, Delhi.
Tel.No. Office: 7112265
- ii) Dr. S.K. Jain,
4/38, Subhash Street,
Vishwas Nagar,
Shahdara, Delhi-32.
Tel.No. Office: 2281577.

4. The eligibility rates in respect of Room Charges etc. are based on the Basic Pay of each employee. The details are available in Para 20 of the enclosed Scheme.

5. In case of cessation of service in any part of an year, an employee is eligible for reimbursement of full amount subject to actual amount spent during the employment with this Corporation, as per this scheme. In other words, the question of pro-rata eligibility will not arise.

6. The employees covered under ESIC and their families, will not be covered under these Rules. However, those employees whose spouse are working elsewhere and covered under ESIC or CGHS are entitled to avail Medical facilities from DTC after submitting a declaration to the effect that he/she is not taking the benefit from CGHS/ESIC as dependant of the spouse. This provision will also apply in cases where both husband and wife are DTC employees and are covered through different rules.

7. For getting specialised treatment, a certificate from the concerned Regional Medical Board will be obtained by the employee and after obtaining the treatment, the bill will be submitted to the same Medical Board through the Unit Officer for verification and check. The concerned Medical Board, which issued certificate to the employee will, after scrutinising the same, return the bill to the Unit Officer for settling it.

The Medical Board will maintain a certificate pad (in the existing prescription pad) in triplicate - 2 copies to the employee (one for submission in the Hospital, if necessary and one for enclosing with the claim bill) and the triplicate copy will be kept by the Medical Board for their record.

All claim bills against specialised medical treatment invariably be submitted within three months from the date of completion of the treatment. Belated claim will require sanction from CMD and such cases should be routed through Administrative Officer(Hqrs.).

After submitting claim bills by an employee, the Medical Board will process each claim bill and return the same to the Unit Head within 7 working days from the receipt of the claim bills.

The Accounts Deptt. will also clear the claim bills within next seven working days.

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Manager (Admn.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi-110022
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8. Every employee intending to cover under specialised medical Scheme, will be required to submit a declaration in Form - 'A' (annexed herewith). This form may be referred to the concerned payment authority for verification at the time of payment. All such employees may be issued a Medical Card as provided in Para 27 of the Medical Scheme.

9. All claims for Medical Treatment reimbursement in this scheme will be submitted in aforesaid Form (Annexure-'B') (enclosed herewith).

10. The cost of medicine prescribed by the Corporation's Doctor or Doctor of a Government Hospital or a Doctor on duty of a Hospital, as the case may be, will be reimbursed on submission of a claim hereinafter prescribed. Medicines as prescribed by the Doctor should invariably be purchased from Super Market in case medicines are not available in recognised Hospitals/empanelled hospitals. If the particular medicines are not available in Super Market, the same may be purchased from open market and certificate that the medicine was not available in Super Market be produced.

a) The cost of medicines which are of food value, tonic, toilet articles etc. as mentioned in Schedule-I of the C.S. (M.A.) Rules, 1944, as amended from time to time will not be reimbursed as has been clarified in Para 22 of the Medical Scheme.

b) Expensive drugs as mentioned in Schedule-II of C.S. (M.A.) Rules, 1944, would be reimbursed only if certified as essential for the patient by the Medical Officer duly certified by the competent Medical Officer of DTC.

11. The DTC Board has authorised the Chairman-cum-M.D. to clear old & pending cases for settling the claim bills arising out during the intervening period, i.e. from 1.2.1986 till implementation of this Scheme, after verification of the claim bills by the Medical Board of the Corporation. Accordingly, all the claim bills of the said intervening period should be submitted to Chairman-cum-Managing Director for approval.

12. Further, DTC Board also authorised the Chairman-cum-Managing Director to clear old and pending bills in cases where DTC Board had already given approval for reimbursement of 50% expenditure incurred by the employee and balance 50% may also be reimbursed by the same procedure as explained in the circular/scheme.

13. Keeping in view DTC Board decision to clear old and pending bills for the intervening period and in which 50% reimbursement has already been made, all the claim bills should be routed through Administrative Officer (HQrs.) for final approval of the Chairman-cum-Managing Director.

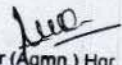
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Manager (Admn.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002
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14. The Medical Board and the Accounts Deptt. will scrutinise every case to ensure that there is no unwanted financial liability.

All General Managers are requested to publicise and educate the employees regarding specialised medical scheme through Depot Managers/Unit Officers and Regional Labour Welfare Officers.

Sd/- R.R.Singh
Chairman_cum-M.D.

All Officers & Sections.


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