

INDIA TRADE PROMOTION ORGANISATION

(REVISED MEDICAL RULES 1982/94/96)

w.e.f. 26th December, 1996

1. TITLE

These rules may be called the **India Trade Promotion Organisation Employee Medical Attendance Rules** and will be effective from the date of approval by Board of Directors.

2. SCOPE

These rules apply to all employees appointed on regular scales of pay on IDA pattern in the Organisation and their families but exclude the following:--

- 1) Employees of the Organisation appointed on contract unless the application of these Rules is specifically provided for in the terms of their appointment.
- 2) Persons appointed on daily wages.
- 3) Persons on deputation to the Organisation will be allowed to opt for Medical facilities under these Rules or for Medical facilities available in their parent offices.

3. DEFINITIONS

In these rules, unless there is anything repugnant to the context, the following words shall have the meaning assigned to them:

- 1) "Organisation" means "**India Trade Promotion Organisation**".
- 2) It is proposed to adopt the definition of 'Family' on the basis of Govt. of India Rules. The decision of CMD/ED will be final for treating a dependant as family member.

Ammended vide O.O.Admn./647/2010 dated 21.05.2010

- (i) The dependency criteria of income limit from all sources, including pension and family pension is raised to Rs.3500/- plus the amount of dearness relief (central; CDA) on basic pension of Rs. 3500/- as on date of consideration. The amount of Dearness Relief (DR), as indicated in the income limit stands for the amount of DR drawn by a pensioner/family pensioner on the date of consideration and not the amount of DR due on the date of consideration.
- (ii) The existing definition of family which read as "Family means husband or wife as the case may be and parents, sisters, widow sisters, widow daughters, minor brothers, children and step children wholly dependent upon the employee and are normally residing with the employee" would also now include dependent brothers, dependent divorced/separated daughters and step-mother.

Ammended vide O.O.Admn./647/2010 dated 21.05.2010

(iii) Age limit has been re-fixed for dependents (children etc.) as under:-

(a) Age of Dependents (incl. Son)

i.	Son	Till he starts earning or attains the age of 25 years, whichever is earlier.
ii.	Daughter	Till she starts earning or gets married, irrespective of the age limit, whichever is earlier.
iii.	Son suffering from any permanent disability of any kind (physical or mental)	Irrespective of age limit
iv.	Dependent divorced/abandoned or separated from their husband/widowed daughters and dependant unmarried/ divorced/abandoned or separated from their husband/widowed sisters	Irrespective of age limit
v.	Minor brother (s)	Up to the age of becoming a major

The other conditions of dependency and normally residing with the ITPO employee will remain the same.

(b) Non-eligibility of married Son

Son(s) of the ITPO employee, who is/are married, cannot be included in the definition of "family" for the purpose of extending medical facilities under the rules, even when he is below 25 years of age and dependent upon the ITPO employee.

Ammended vide Circular dated 1.9.2003 File No.4-TFA(6)/E.I./2002

The existing definition of family which read as "Family means husband or wife as the case may be and parents, sisters, widow sisters, widow daughter, minor brothers, dependent divorced/separated daughters and step-mother upon the employees and are normally residing with the employee" would also now include Parents-in-law of female Govt. servants.

- 3) "Year" means the financial year of the Organisation.
- 4) "Pay" means pay including personal pay and other emoluments classed as "Pay" under the rules of the Organisation as on 1st April of the year.
- 5) "D.A." means variable Dearness Allowance to which an employee is entitled as on 1st April of the year.
- 6) Hospital means any hospital/nursing home on the panel of ITPO.
- 7) "Specialist" means any medical practitioner possessing a Post Graduate Degree under allopathic, ayurvedic unani and homeopathic system of

medicines and also holders of Diploma in Ophthalmology, pediatrics, ear, nose, throat, dental, surgery etc.

- 8) "Senior Specialist" means a Specialist having qualification like FRCS; or who has been a professor in the medical college or has a special standing in the Medical Profession.

4. MEDICAL TREATMENT

1. For General Limit: **Ammended vide O.O.Admn./647/2010 dated 21.05.2010**
Members will be free to consult/receive treatment from any registered medical practitioner of the allopathic/ homeopathic/ Unani /Ayurvedic system of medicine. However, reimbursement of commonly used medicines up to a limit of Rs.300/- per month on the basis of cash memos will be without production of prescription of doctor.
2. For Hospitalisation: Members will be free to consult/receive treatment from any empanelled hospital of the organisation.

5. ENTITLEMENT

1. Every employee at the time of entry into service will make a declaration in the prescribed form, in duplicate (Appendix-I) giving the names and ages of all members of his/her family who will be entitled to receive medical treatment under these rules. Any changes in the family occurring thereafter will be notified by the employee from time to time.
2. An employee's spouse employed in a Govt. Department in India or in an Organisation other than the **ITPO** will be reimbursed medical expenses from the Organisation only on production of a certificate from the employee's spouse once a year that he/she is not claiming reimbursement from his/her employer. In case husband & wife both are employees of **ITPO**, medical reimbursement can be claimed only by one of them.

6. ADMISSIBILITY OF MEDICINES

Cost of medicines prescribed by a medical attendant/specialist/Senior Specialist shall be reimbursed except the items of foods/Tonics Toilet preparation and disinfectants etc. as detailed in Appendix III.

Note : The Management shall, however, have discretion to declare any medicine as inadmissible.

7. CEILING LIMIT FOR REIMBURSEMENT:

The maximum ceiling for reimbursement of medical expenses other than Hospitalization on production of all receipts, prescription, vouchers and other supporting documents for each financial year for self and family will be one month's Basic Pay plus One month's DA or Rs. 4,000/- whichever is higher, for all employees.

Note: The carry-forward of the admissibility of reimbursement is not permissible. The unutilised amount as per above limits shall lapse at the end of the each financial year.

8. REIMBURSEMENT OF EXPENDITURE ON HOSPITALISATION

a) **Ammended vide O.O.Admn./647/2010 dated 21.05.2010**

Notwithstanding the ceiling prescribed in Rule 7, the actual expenses incurred on hospitalisation in the ITPO's empanelled hospital/nursing home will be reimbursable in full. Hospitalisation shall also include delivery/ miscarriage/ abortion/ family planning operation, provided that no reimbursement shall be made in a delivery case where the employee has two living children.

Hospitalization will also include surgery and post-operative care of donor of kidney to ITPO employee or to a member of his/her family for transplantation.

The reimbursement will be allowed not only for receiving kidney transplant but also for the purpose of donation of kidney by eligible/dependent family member.

b) The entitlement of accommodation for various Categories of employee is indicated below :

<u>Status</u>	<u>Entitlement</u>
1. Class IV	Semi-paying accommodation
2. Junior Assistant to Senior Assistant	Semi-Nursing Home accommodation
3. Executives to Dy. Manager.	Non-AC single room without bathroom.
4. Manager and Sr. Manager	Non-AC single room with bathroom.
5. Deputy General Manager to Senior General Manager and equivalent.	AC single room with bathroom
6. Executive Director/Chairman & Managing Director	Deluxe Room

1. These rates will be limited to the rent charged by Sir Ganga Ram Hospital, New Delhi.

2. Taxes etc. will be reimbursed extra.

Note:

If employee's basic pay falls within the pay scales of higher status, he or she would be entitled to benefit of higher status.

Note:

Where there is no general ward and the employees avail of private/shared accommodation, necessary certificate as provided in Appendix-II shall be obtained from the hospital and submitted alongwith the claim.

Amended vide O.O.No. Admn./641/98

The room charges will be restricted to the rates as applicable in Sir Ganga Ram Hospital, New Delhi for entitled accommodation. In case the category of accommodation in an approved hospital is different from Sir Ganga Ram Hospital, existing rate in Sir Ganga Ram Hospital Would be the maximum ceiling.

<u>Status</u>	<u>Entitlement</u>
1. Class IV	Semi-paying accommodation
2. Junior Assistant to Senior Assistant	Semi-Nursing Home
3. Executives to Dy. Manager.	Non-AC single room without bathroom.
4. Manager to Senior General Manager .	AC single room with bathroom
5. Executive Director/Chairman & Managing Director	Deluxe Room

2. Taxes etc. will be reimbursed extra.

3. In case of heart surgery etc. where accommodation is included in the package rate, without any choice and/or specific type of accommodation is a requirement for any treatment, the charges will be reimbursed in full.

Amended vide O.O.No. Admn./1124/2008 dt. 9.9.2008

The entitlement of accommodation for various categories of employees during in-patient treatment will be as under:-

<u>Status</u>	<u>Entitlement</u>
1. Class IV	Multi-Bed/Economy Ward
2. Junior Assistant to Senior Assistant	Semi-Private/Twin Sharing
3. Executives to Dy. Manager.	Private/Single Room
4. Manager to Senior General Manager.	Deluxe Room
5. Executive Director/Chairman & Managing Director	Suite

The reimbursement of accommodation charges will be restricted to the charges applicable in **Sir Ganga Ram Hospital** and Taxes, as applicable, will also be reimbursed.

Note 1: If employee's basic pay falls within the pay scale of higher status, he/she would be entitled to benefit of higher status.

9. Charges for surgical operations (both Minor and Major) and related services at the time of surgery, not involving hospitalization will be outside the ceiling under Rule-7 and will be reimbursed subject to the ceiling of rates of Sir Ganga Ram Hospital, New Delhi.

10. The expenditure on diagnostic charges like blood, urine, stool examination, X-ray examination and other pathological investigations may also be reimbursed in full

provided the test/examination is carried out at a hospital/registered laboratory/X-ray clinic of a Registered medical practitioner. Item of treatment like plastering of fractured limbs will be reimbursed in full. This reimbursement will be outside the limits prescribed in Rule 7

Note:

The amount spent over and above Rs.1000/- for tests like CATSCAN, Angiography, cardioversion etc. will be reimbursable only on the advise of Specialist of such treatment or advice from empanelled hospital or Govt. hospital.

11. These rules shall also apply in respect of treatment availed by the employee and their families, while on tour/leave in India.
12. While on deputation abroad, the employee of the Organisation will be entitled to the reimbursement of actual charges incurred for medical treatment on production of original receipts/vouchers duly certified by the leader of the team. The charges shall be incurred by the employee concerned in the first instance and reimbursement claimed on return to India. In case of need, the employee may drawn advance with the approval of leader of the Team from the exhibition funds to meet the cost of medical treatment . The claim for reimbursement will have to be counter-signed by the High Commission/Ambassador or an Officer authorized by him/her in this behalf. The expenditure on medical treatment incurred abroad shall be treated as outside his/her ceiling limit of reimbursement.

For Hospitalization while on deputation abroad, Rules of Ministry of External Affairs as amended from time to time will apply.

13. While on leave abroad, the employees and their families will be covered by Overseas Mediclaim Policy or any such insurance policy premium for which would be paid by **ITPO** and covered under the ceiling prescribed under Rule 7.
- 14.1. The expenditure incurred on Anti-rabic treatment (dog bite, monkey bite) will be reimbursed at the discretion of GM(Admn.)/OSD(Admn.). The reimbursement Will be treated as outside the limit.

Ammended vide O.O.No.Admn./1124/2008 dt. 9.9.2008

The expenditure incurred on Anti-rabic treatment (dog/Monkey bite) will be reimbursed **within the maximum ceiling** for reimbursement for medical expenses (other than hospitalization) as per Rule 7.

- 14.2. The fee paid for the eye testing in respect of employee will be reimbursed once in a year and this will be within the ceiling limit. Cost of spectacles will be reimbursable not more than once in 3 years and it will be within the ceiling as per Rule 7.
- 14.3. The expenses incurred on following dental treatment (a) Filling of teeth (b) scaling and gum treatment (c) Extraction (d) root canal treatment will be reimbursed within the ceiling limit.
- 14.4. The expenses incurred on purchase of artificial appliances, hearing aid, spectacles, dentures etc. will be reimbursed within the ceiling limit as per Rule 7. Reimbursement for purchase/replacement of spectacles will however, be permissible once in every three years provided it is undertaken on the advice of AMA/Specialist in the field.

15. The employees are required to submit their claims for reimbursement in the proforma given in Appendix IV to these rules by the 15th of the month following the month in which expenditure is incurred. Such claims must be supported by prescription of the medical attendant, Cash memo for medicines, a receipt from the Doctor/Hospital for consultation etc. Where the doctor/hospital also dispenses the medicines and gives a consolidated receipt without indicating separately consultation fee and cost of medicines and does not issue prescription, the same will be admissible for claiming reimbursement. The medical claim shall however remain valid for reimbursement. The medical claim shall however remain valid for reimbursement upto 180 days from the date of completion of treatment. But the claims for a particular financial year must be submitted by 15th April of the following financial year and in case it is not possible to do so then intimation by the above date must be given about approximate expenditure for the financial year.

Ammended vide O.O.Admn./647/2010 dated 21.05.2010

The employees are required to submit their claims for reimbursement in the proforma given in Appendix IV to these rules by the 15th of the month following the month in which expenditure is incurred. Such claims must be supported by prescription of the medical attendant, registered with Medical Council of India or State Medical Council, Cash Memos of medical tests and medicines prescribed, receipt from the Doctor/Hospital for consultation and reports of diagnostic tests etc. The medical claim shall however remain valid for reimbursement upto 180 days from the date of completion of treatment. But the claims for a particular financial year must be submitted by 15th April of the following financial year and in case it is not possible to do so then intimation by the above date must be given about approximate expenditure for the financial year.

16. In case of Hospitalization of an employee or any of his/her family, if the expenditure on treatment is estimated at Rs.500/- or more, advance limited to 80% of the amount demanded by the Hospital could be allowed. The power to sanction medical advance shall be as under:-

1. Upto Rs. 5,000/-	Senior Manager (Admn.)
2. Rs. 5,001 to Rs. 15,000/-	Deputy General Manager (Admn.)
3. Rs. 15,001 to Rs. 25,000/-	General Manager (Admn.)/SGM
4. Rs. 25,001 to Rs. 50,000/-	Executive Director
5. Rs. 50,001 and above	Chairman & Managing Director

The estimates of likely expenditure is to be taken from the Hospital concerned. The employee concerned shall submit claim for adjustment of advance within one month from the date on which treatment is completed AND within three months from the date of withdrawal of the advance.

Ammended vide O.O.No.Admn./968/2005 dated 5.7.2005

The estimates of likely expenditure is to be taken from the Hospital concerned. The employee concerned shall submit claim for adjustment of advance within one month from the date on which treatment is completed OR within three months from the date of withdrawal of the advance.

17. The MD/CMD is empowered to relax or modify the procedural rules where he/she is satisfied that the prescribed procedure could not be followed by the employee for reasons beyond his/her control.

In case of prolonged treatment for Cancer, TB Heart diseases, Asthma, Arthritis etc., MD/CMD is empowered to enhance ceiling under Rule 7 upto 3 times of the normal ceiling provided that full evidence supported by a report from AIIMS/Distt. Medical Officers given by the official.

Amended vide O.O.No.Admn.1332/2002 dt.25.9.2002

In case of prolonged treatment for Cancer, TB Heart diseases, Asthma, Arthritis etc., ED is empowered to enhance ceiling under Rule 7 upto 3 times of the normal ceiling provided that full evidence supported by a report from an empanelled hospital of ITPO having facilities for treatment of the illness or specialised hospital for the particular illness, e.g., Cancer Hospital, is given by the official. The specialised hospital would mean 'the specialised hospitals defined/identified as such by the Indian Council for Medical Research.

Amended vide O.O.No.Admn.369/98 dt. 29-05-98

"ED is empowered to relax rules in individual cases on merit in respect of hospitalisation in a non-empanelled hospital in emergency cases, if the expenditure does not exceed Rs.10,000/- (Rupees Ten thousand only)".

- 18.No reimbursement will be allowed in case of hospitalization and/or for other operations not involving hospitalization if the treatment is taken in any hospital/nursing home not covered by the relevant provisions of Medical Attendance rules.

Added new Clause No. 19 vide O.O.Admn./647/2010 dated 21.05.2010

19. Wherever ITPO rules are silent or repugnant to the provision of CS(MA) rules 1944, as amended from time to time, the CS(MA) rules shall prevail upon.

INDIA TRADE PROMOTION ORGANISATION

Details of members of family eligible to receive treatment.

1. Name of employee : _____
2. Designation : _____
3. Scale of pay and initial pay on appointment : _____
4. Details of the members of family : _____

S.No.	Name	Age	Relationship to the employee
(1)	(2)	(3)	(4)

Certified that the persons mentioned at serial No.____ are wholly or mainly dependent on me and their income from other sources does not exceed **Rs. 3500/- p.m.** (**Ammended vide O.O.Admn./647/2010 dated 21.05.2010.**)

* During the year, the following changes have taken place in my family :

Deletions

1. _____ 1. _____ Age _____ Relationship

2. _____ 2. _____ Age _____ Relationship

Additions

1. _____ 1. _____ Age _____ Relationship

2. _____ 2. _____ Age _____ Relationship

The same may please be incorporated in the original statement filed by me.

Signature of the employee

Name _____
Designation _____
Section/Branch _____

* Delete whatever is not applicable.

APPENDIX II

Name of the Hospital _____

Address _____

Date ____/____/____

Certified that Shri/Smt./Kumari _____
Son/Daughter/Wife/ Parent of Shri/Smt./Kumari _____
working in the **India Trade Promotion Organisation**, hospitalized on
_____ and discharged on _____. During the period of
his/her stay in the hospital, Shri/Smt./Kumari _____ was treated
for/operated _____ upon _____ for

2. Since this hospital does not have any general ward, the patient Shri/Smt./Kumari
_____ was provided shared
accommodation in a room/a private room of the hospital for treatment and was
charged Rs. _____ per day for the accommodation. This does not
include any charges for food/diet.

Medical Officer Incharge
_____ Hospital.

**LIST OF INADMISSIBLE
FOODS, TONICS, TOILETS AND MEDICINES
Part (1)**

Preparations Classified As Foods

The following preparations are classified as foods, whether they are used as Baby Foods, Milk Foods, invalid Foods, Beverages, Drinks, etc. etc.

1. Invalid Foods

Bournvita	Provinmin
Casilan	Provita
Casilan-B 12	Provitex
Complain Banana Flavor	Protenules
Complain	Protinex
Maltodex	Protein Granules
Maltodex-S	Protein Plus Breakfast Food
Horlicks	Protogen
Milpro	Protein Hydrolyeate (P.H.L.)
Miltone	Ragotine
Multipurpose Food	Robison's Patent Barley
Nutro-Protein	Sanatogen Vitaminised
Nutri-Nugget	Trophox
Ovaltine	Uni-Protein
Proteena	Viva and similar preparations

2. Baby Food

Amul Milk Food	Lever's Baby Food
Amul Spray	Nespray
Glaxo Baby Fod	Oster Milk
Lactogen	Parag
Lactodex	Vita Milk Powder and similar preparations

3. Weaning Foods

Bal Amul	Farex
Bal Ahar	Nestum and similar preparations

4. Glucose Preparations

Glucose-D	Glucose with Vitamins and similar preparations
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5. Liquid Foods and Wines

Apple Juices and other Juices
All Alcoholic Beverages, Wines and
Spirits

Orange Squash and othe squashes
and similar preparations

6. Meat Extract and Juices

Chicken Essence

and similar preparations

7. Carbonated/Flavoured/Sweetened Beverages

Soda Water
Coco Cola
Fanta
Limca

Gold Spot
Vimto
Ginger Ale
and similar preparations

8. Protein Rich Biscuits

Nutro Biscuits
Pro Brisk
Pro Pack Salties

Proteena Biscuits
Threptin Biscuits/Pieces
Uni-Protein Briskees and similar
preparations

9. Miscellaneous Preparations

Arrowroot
Cocoa
Corn Flakes
Iodised Salts
Lactose

Malt Extracts/Malte Wheated Foods
Saccharine Tablets
Salt Substitutes
Vitaminised Chocolates
Oats and similar preparations

Note:-

Milk Powders of all kinds, whether it is full cream or half cream or humanies or fortified with vitamins and minerals, skimmed with powder, either in powder, liquid condensed or tanlet form.

Though some products mentioned above may be manufactured under drug license, the same are considered food/dietary supplements taking into consideration the composition of the items concerned.

PREPARATIONS COMMONLY USED AS TONICS

Glycerophosphate with Vitamin B Complex, Malt, etc. etc.	Propreetaru Products
B.G.Phos (MSD)	Branervine (Modern Drug)
B.G.Phos-12 (MSD)	Calron (East India)
Biomim (Milnex)	Chem-Digestion (Chemo-Pharma)
B-Neurophos (SP. Ltd.)	Deyplex (Dey's)
Dia-Papain (UDH)	Rakto Phospho Malt (Zandu)
Embelix (M&B)	Renovan (Pasteur)
Energon (BCPW)	Siotone (Albert David)
Eugadine (UDH)	Siovina (Albert David)
Evofox (Evans)	Sunplex (Sunways)
Ferlivone (SIRIS)	Tonavit (Fairdeal)
G-Phospho-Lecethin (Cal. Chem)	Tonocarnine Forte (Bengal Immunity)
Glycimim (Sunways)	Univine (UDH)
Hemo-Daakso-Malt (Alembic)	Univine with Protein (UDH)
Hemiphos (Geoffery Mannerz)	Vebeban (Cal. Chem)
Hepatine Ferrous (Cal. Chem)	Vibitone (BCPW)
Heprona (Evans)	Vinkila-12 (SP. Ltd.)
Heptamine (Comteck)	Vinkola with Vitamins (SP. Limited)
Hevimin with B12 (NAPHA)	Vino-Lecthin (ADCCO)
Ipeamalt (IPCA)	Vino-Malt (Bengal Immunity)
Iphatone (National)	Vintone with Asoka (SP. Ltd.)
LA-B-Phos (Ia Medica)	Vitaminised Sanatogen (Wulfig)
IVI-Malt (Bengal Immunity) Leciphos Ferri (Sigma)	Waterbury's Vitamin Compound (Warner)
Limovita (Sunways)	Adccos Compound (ADDCCO)
M&H-Elixir(M&H)	Bevita Compound (UDH)
Metatone (Parke Davis)	Cadimalt (Cadila)
Metavine (Anakem)	Chemo Malt (Chemo Pharma)
Microfer (NAPHA)	Ferilex (TCF)
Minadex (Glaxo)	Ferilex Malt (TCF)
Minaviton (Modern Drug)	Ferradol (Parke Davis)
Minolad (TCF)	Gajjartone (Gajjar's)
Nephamalt (NAPHA)	Livoglopil (Cpil)
Necucalcin (Modern Drug)	M.&H. Elixir (M&H)
Neurobin (ADCCO)	Malt & Vit. A compound (M.&H.)
Neurotone (CSI)	Maltomin (Cipla)
Opimalt (Opil)	Maltivitol (Fairdeal)
Orheptal (E. Merck)	Navitol Malt Compound (Squib)
Pabaplex (Pasteur)	Sharkofeer ol (Alembic)
Pernexih (Schering)	Sharkomalt (Fisheries)
Phosfomin (Squibb)	Sirismalt (Siris)
Phosphokemp (Kemp)	Sunmalt (Sunways)
Phosphoton (Cipla)	Universal compound (UDH)
Piciplex Elixir (P.C.Labs.)	Vitmol Compound (MSD)
Prolex-B (Bengal Immunity)	Zuvmalt Liquid (Zandu)

TOILET PREPARATIONS

Preparations normally used for Toilet Purposes

Astringent Lotions	Shaving Soaps
Bath Salts	Shaving Styptics
Cold Creams	Skin Lotions
Face Powders	Soaps
Hair Tonics	Tooth Paste
Hand Creams	Tooth Powders
Lanoline Toilet	Talcum Powders
Shampoos	Vanishing Creams
Shaving Creams	J.B. Powders and all p in the above groups

Disinfectants

1. Phenol & Phenol Substitutes

Phenol (Carbolic Acid)	Alkaline Phenol Mouth Wash
Phenol Gargle (B.P.C.)	Sodium Phenate Solution
Phenol Lotion (B.P.C.)	Phenol
Clearsol	Zylol
Creosote	Thymol
Lysol	Thymol Glycerin Compound (B.P.C.)
Cresol	Thymal Mouth Wash
Chlorosol	Resorcinol
Chlorocresol (B.P.C.)	Dettol Solution/Cream Hibitane Powder/Cream (I.C.I.)

2. Alcohols

Ethyl	Rectified Spirit
Isopropyl Alcohol	

3. Glycol

Prophylene Glycol	Treithy Glycol
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4. Aldehydes

Formaide hyde Solution	Formalin
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5. Acids

Acetic Acid	Picric Acid
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6. Iodine Compounds

Tr. Iodine	Weak Solution of Iodine
Iodoform (Powder)	

7. Cholrine Containing Compounds

Hypochlorite Solution	Cholrinated Lime (Bleaching Powder)
Sodium Hypochlorite Solution (B.P.C.)	Eusol-Solution
Liquid chloramine	Halazone Tablets

Solution (B.P.C.)

8. Oxidising Agent

H₂O₂ (Hydrogen Peroxide)
Potassium Permanganate

Zinc Sulphate
Zinc Chloride

9. Dyes

Evans Blue
Brilliant Green
Crystal Violet

Methyl Violet
Methylene Blue
Malachite Green
Scatlet Red

10. Cationic Subfactants

Cetrimide Cream/Solution
Cetavlon Conc./Tinc.(I.C.I.)

Cetavlex Cream
Savlon Antiseptic
Solution/Cream (I.C.I.)

11. Miscellaneous

Listerine Antiseptic Solution
Klofen Liquid
K-Liquid

Liso Liquid
Tetmosol Solution
Fairgenol Antiseptic Fluid/Cream

and the products (disinfectants/antiseptics) marked by different manufactures containing above chemicals/drugs or preparation made out of them unless specifically exempted, i.e., made admissible.

Note:-

This list is based on Appendix XXI (Sch. I) to the Medical Attendance Rules of the Central Govt. All changes made in this appendix by the Govt. of India will automatically be given effect in Appendix III.

Part-II

No foods/tonics/preparations normally used systems will be admissible for reimbursement.

INDIA TRADE PROMOTION ORGANISATION
CLAIM FORM FOR REIMBURSEMENT OF MEDICAL EXPENSES

1. Name (IN BLOCK LETTERS)
: _____
2. Employee Number
: _____
3. Designation : _____
-
4. Basic pay on 1.4.200 : _____
-
5. Residential address : _____
-

- | | | |
|---|----------------------------|---------|
| 6. Name of the patient
case of Children) | Relationship with employee | Age (in |
| (a)..... | | |
| (b)..... | | |
| (c)..... | | |
| (d)..... | | |

7. Place at which the patient fell ill : _____

(5 & 7 are different stations, please explain difference)

8. Name and address of the Doctor : _____

9. Details of amount spent Depd. Total (Kindly fill properly) Amt.(Rs.)	Consulted with Regd.No.	Self	Spouse	Children
		Amt.(Rs.)	Amt.(Rs.)	Amt.(Rs.)

A. Preliminary/Ordinary With prescription				
Without prescription				
B.Charges for plasting,rabic treatment				
C.Tests/Investigations (With reports)				
D.Expenses on Hospitalisation				

Total claim Rs. _____

Total (a+b+c+d)Rs. _____ Rs. _____ Claim

Amount of advance, if any Rs. _____

1. I hereby declare that the statements made in the claim are true to the best of my knowledge and belief. The person(s) whom medical expenses was/were incurred is/are member(s) of my family as defined under rules 3.2.

		: _____		
		Tests		
		etc. _____		
		General Limit		

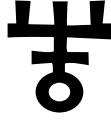
		Total		

		Less advance:		
		Deposited:		
		Balance		

If approved, we may admit the claim for Rs. _____ Rupees
 _____ ad
 detailed above.

Assistant(Accounts) Executive (Accounts) _____ DM(Finance)
_____ M/SM(Finance)

Check List: 1. Match all the bills with prescription; 2. Check for general limit; 3. Check for family particulars; 4. Check for spectacles (once in three years); 5. Number of existing children for delivery cases; 6. Check for disallowed medicines; 7. Check for Room rent ceiling; 8. Check for Photostats, carbon copies etc. 9. Check for signature; 10. Check for taxability etc.



File No.5-ITPO(1)/E-I/2015
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
17 March, 2016

Office Order No. Admn/216/2016

Subject:- Empanelment of Hospitals/Labs with ITPO.

In supersession of all previous office orders on the above mentioned subject and w.e.f. 01/04/2016, a fresh list of empanelled hospitals/labs for Headquarters is notified to all employees for information. The employees shall receive treatment from empanelled Hospitals/Lab only. In addition to the above, employees can also take treatment from any Central/State Government hospitals.

Reimbursement on account of expenditure incurred on Diagnostic tests from empanelled labs/hospital shall be allowed.

(Surinder Kumar)
Manager (Admn)

Copy to:

All officials of ITPO

To:

- 1 PS to CMD
- 2 PA to ED
- 3 All HoDs
- 4 Medical Unit
- 5 E-I/E-II/E-III/Salary/Vigilance/E-I (Computer)
- 6 Computer Division - To upload on ITPO website
- 7 Notice Board
- 8 Office Order File

	<u>O.O.No. Admn/216/2016 dated 17.03.2016 and</u> <u>O.O.Admn./275/2016 dated 19.04.2016 and</u> <u>O.O.Admn./309/2016 Dated 2.5.2016</u>
	<u>DELHI/NEW DELHI</u>
1.	Bansal Hospital, A-1, New Friends Colony, New Delhi - 110025
2.	Cygnus Orthocare Hospital, C-5/29, Opp. IIT Main Gate, Safdarjung Development Area, New Delhi.
3.	Max Group of Hospitals (Patparganj, Shalimar Bagh, Saket [East and West Block], Vaishali, Gurgaon, Pitampura, Noida, Panchsheel Park)
4.	Metro Group Of Hospitals & Heart Institute (Noida Sec-11 & 12, RLKC Hospital & Heart Institute Pandav Nagar, Lajpat Nagar)
5.	Primus Super Specialty Hospital Chanakyapuri, New Delhi-110021
6.	Rockland Group of Hospitals (Qutab Institutional Area, Dwarka, Manesar)
7.	Orthoplus Hospital Rz-B-28, Gopal Nagar, Nagafgarh, New Delhi
8.	Park Group of Hospitals (Gurgaon(Sohna Road), Faridabad, Meera Enclave, Malviya Nagar)
9.	RG Stone Urology & Laparoscopy Group of Hospitals (All centres in Delhi NCR)
10.	National Heart Institute, 49-50, Community Centre, East of Kailash, New Delhi - 110065.
11.	Kalra Hospital SRCNC Pvt. Ltd., A-4, 5&6 Tulsi Dass Kalra Marg, Kirti Nagar, New Delhi-110015
12.	Tirath Ram Shah Charitable Hospital, 2A- Ishwar Das Sawhney Lane, Rajpur Road, Civil Lines Delhi -110054.
13.	Panchsheel Hospitals Pvt. Ltd. C-3/63-A,64-A, Yamuna Vihar (Opposite Gokul Puri Police Station), Delhi-110053
14.	Saroj Hospital & Heart Institute, Sector-14 Extn. Madhuban Chowk, Rohini, New Delhi -1100085
15.	Dharamshila Hospital & Research Centre, Dharamshila Marg Vasundhara Enclave, Delhi
16.	Jeevan Anmol Hospital, Mayur Vihar Phase-I, opp. Pratap Nagar, Delhi - 110091.
17.	Goyal Hospital & Urology Centre, E-4/8, Near Lajpat Rai Chowk, Krishna Nagar, Delhi - 110051.
18.	RLKC Hospital & Metro Heart Institute, Pandav Nagar, Naraina Road, New Delhi - 110024.
19.	Delhi Heart and Lung Institute (A Unit of Apex Heart Care Pvt. Ltd.) 3 MM II, Panchkuian Road, New Delhi 110055
20.	Sunder Lal Jain Charitable Hospital, Ashok Vihar, Ph-III, Delhi-110052.
21.	Jeewan Nursing Home & Hospital, 2-B, Pusa Road, Karol Bagh, New Delhi -110005
22.	HCG SMH Curie Cancer Centre Hospital (A Unit of Health Care Global-The Specialist in Cancer Care) #2, Institutional Area, Vikas Marg Extn., Karkardooma, Delhi-110092

23.	Apex Citi Hospital, Hanuman Road, D- Block, West Vinod Nagar, Near P.N.B, Delhi-92
24.	Deepak Memorial Hospital (Kailash Hospital & Heart Institute) 5-6, Institutional Area, Vikas Marg Extn. -II, Delhi-110092
25.	Moolchand Hospital, New Delhi
26.	Indian Spinal Injuries Centre, Delhi
27.	Dr. B.L. Kapur Memorial Hospital, Delhi
	<u>FARIDABAD / GURGAON/ GHAZIABAD/NOIDA</u>
28.	Medanta, The Medicity, Gurgaon, Haryana
29.	Family Health Care Hospital, Vasundhara, Ghaziabad
30.	Asian Institute Of Medical Sciences, Sec-21A, Badkal Flyover Road, Faridabad, Haryana
31.	Artemis Hospital Sector -51 Gurgaon-122001, Haryana
32.	Paras Hospital, C-1, Sushant Lok, Phase-I, Sector-43, Gurgaon, Haryana
33.	Kamal Hospital, KA-Block, Kaushambi, Nr.Tel.Exchange/Metro Station Kaushambi, Ghaziabad
34.	Chandra Laxmi Hospital Sec-4, Plot No. 336-37, Vaishali, Ghaziabad
35.	Narinder Mohan Hospital & Heart Center, Mohan Nagar, Ghaziabad
36.	Yatharth Wellness Group of Hospitals (Noida, Greater Noida)
37.	Kailash Group of Hospitals & Heart Institute (Noida, Greater Noida, Deepak Memorial Hospital at Vikas Marg)
38.	Dr.Prem Hospital, Panipat, Haryana
39.	Shree Krishna Multi Specialty Hospital, Loni, UP
40.	Cygnus J K Hindu Hospital, Sonipat, Haryana (Corrigendum dt.3.5.16)
41.	Delhi Hospital & Nursing Home, Bahadurgarh, Haryana
42.	Naveen Hospital, Dadri, UP
43.	Frank Institute of Medical Science, Sonipat, Haryana
44.	Dr.Sethi's Amar Hospital, Kharkhoda, Sonipat, Haryana (Corrigendum dt.3.5.16)
45.	Jitendra Hospital, Samalkha, Sonipat, Haryana
	<u>EYE HOSPITAL</u>
46.	Centre for Sight (Group)(All centres in Delhi NCR)
47.	Bharti Eye Hospital (Group) (All centres in Delhi NCR)
48.	Dr. Shroff's Charitable Eye Hospital, Darya Ganj, Delhi
	<u>Labs</u>
49.	Focus Diagnostic Centre (Group) (All centres in Delhi NCR)
50.	Mahajan Diagnostics (Group) (All centres in Delhi NCR)
51.	Diwan Chand Agrawal Diagnostic Centre (Deleted vide O.O.No.Admn./29/2016 dated 26.04.2016)

Added vide O.O.No.Admn./521/2016 Dated 12.07.2016,

In continuation to office orders of even numbers, with the approval of the Competent Authority and with immediate effect, the following 14 (Fourteen) non-CGHS hospitals are empanelled in Delhi/NCR Region only for the year 2016-17.

1. Sri Balaji Action Medical Institute and Action Cancer Hospital
2. Batra hospital & Medical Research Centre
3. Fortis Group of Hospitals (Faridabad, Okhla & Vasant Kunj Branch)
4. Holy Family Hospital
5. Jaipur Golden Hospital
6. Mata Chanan Devi Hospital
7. Noida Medicare Centre
8. Rajiv Gandhi Cancer Institute & Research Centre
9. Sant Parmanand Hospital
10. Shanti Mukand Hospital
11. Sir Ganga Ram Hospital
12. St. Stephen's Hospital
13. Jaypee Hospital
14. Maharaja Agrasen Hospital

Further to above, Competent Authority has also considered **Dr. Lal Path Lab** for tests/diagnostics for the year 2016-17.