

No. 5- ITPO (3)/E-I/2009 Vol -I
INDIA TRADE PROMOTION ORGANISATION
Administration Division

16th March, 2015

OFFICE ORDER NO. ADMIN/256/2015

The Competent Authority has approved Restructured Medical Benefit Scheme for ITPO Employees. The salient features of the approved scheme are as follows:

- 1- ITPO will follow a non insurance based medical scheme w.e.f. 04.03.2015 to 31.03.2016.
- 2- ITPO will bear actual expenses on account of hospitalization and diagnostic tests through CGHS empanelled hospitals and labs on cashless basis.
- 3- The entitlements for hospitalization shall be as per the medical attendance rules of ITPO which were applicable prior to introduction of insurance based policy.
- 4- For OPD/general treatment - 1/12th of one month Basic pay will be paid along with along with monthly salary.
- 5- The overall ceiling of perks and allowances is 45% of basic pay instead of 50% of basic pay and it is inclusive of OPD charge. Employees have an option of availing remaining perks under cafeteria approach.
- 6- Employees are requested to give their option of Perks and Allowances as per the Annexure A.
- 7- Medical facilities can be availed from Government Hospitals also.
- 8- Information upon Hospitalization may be sent to medical@itpo.gov.in.
- 9- A consolidated list of hospitals and diagnostic centres along with procedural steps to be followed upon hospitalization is at Annexure B.

Note:

- Expenses incurred on the following dental treatment (A) Filling of teeth, (B) Scaling and Gum treatment, (C) Extraction, and (D) Root Canal Treatment will fall under OPD/General treatment category and not under hospitalization.
- Office order dated 04.03.2015 stands withdrawn with immediate effect.


(D K Jain)
Deputy General Manager (Admin.)

To: All Employees

Copy to:

1. PS to CMD
2. All HoDs/DGMs
3. Vigilance- for inspection of Medical Cases.
4. E-II/E-III- for processing of applications.
5. Notice Board/All Regional Offices/ Salary Section

INDIA TRADE PROMOTION ORGANISATION

Perks & Allowances under the Cafeteria Approach

Sl. No.	Head of Account	Percentage of Basic Pay	Opting Please tick (✓)
1	Medical OPD (1/12 th of One month basic as on 1 st April) Mandatory	8.33**	
2	Transport Allowance (Residence to and from Office)	10%	
3	Vehicle Maintenance & Running Expenses (subject to owning a vehicle)	10%	
4	Driver Salary	5%	
5	Telephone / Internet / Mobile	5%	
6	Children Education Allowance	10%	
7	Children Hostel Expenditure Allowance	10%	
8	Leave Travel Concession (Availing of LTC shall be as per extant ITPO LTC Rules)	20%	
9	Membership of professional bodies	5%	
10	Club Membership	5%	
11	Professional upgradation	5%	
12	Professional Attire Allowance	5%	
13	Home furnishing/furniture	5%	
14	House upkeep Allowance	10%	
15	Business dress maintenance	5%	
16	Garden related expenditure	5%	
17	Domestic help	5%	
18	Lunch Subsidy / Food Meal / Non- Alcoholic Beverages (less value of coupons provided if opted for, tax benefit maximum upto Rs.1200)*	5%	
19	Entertainment	5%	
20	Newspaper/Periodicals/Magazine Allowance	5%	
21	Fitness Allowance	10%	
22		1.67%	

* I hereby opt for coupons upto my entitlement.
I hereby do not opt coupons upto my entitlement.

<input type="checkbox"/>
<input type="checkbox"/>

(Please tick ✓ either)

- ** Employee can avail the remaining 1.67% under any other head, which is to be specified at Sl. No.22
- Total perks should not exceed 45%

Amendment 'B'

Sl No	Name of the Hospitals Address & Tel. No. Contact No.	Rate Offered
1	Bansal Hospital A-1, New Friends Colony, New Delhi - 110025. 9871897853, 011- 46583333.	CGHS
2	Bhagat Chandra Hospital F1/1, Mahavir Enclave, Near Palam, Dwarka Flyover, Delhi. 011-4703900.	CGHS
3	B.M. Gupta Hospital Pvt. Ltd. H-11 to 15, Uttam Nagar, New Delhi - 110059. 011-47157777.	CGHS
4	Cygnus Orthocare Hospital C-5/29, Opp. IIT Main Gate, Safdarjung Development Area, New Delhi. 011- 42505050.	CGHS
5	Delhi Heart and Lung Institute (A Unit of Apex Heart Care Pvt. Ltd.). 3 MM II, Panchkuian Road, New Delhi 110055. 011-42999999.	CGHS
6	Jeewan Nursing Home & Hospital 2-B, Pusa Road, Karol Bagh, New Delhi - 110005. 011-42430246.	CGHS
7	Jain Hospital 177-178, Jagriti Enclave, Vikas Marg Extn. Delhi. 011-43055355, 9873788091.	CGHS
8	Kalra Hospital SRCNC Pvt. Ltd. A-4, 5&6 Tulsi Dass Kalra Marg, Kirti Nagar, New Delhi - 110015. 011-45005600, 45005700,	HOSPITAL RATES
9	Max Super Specialty Hospital (A Unit of Balaji Medical & Diagnostic Research Centre) 108-A, Indraprastha Extension, Patparganj, Delhi-110092.	CGHS/15% DISCOUNT ON HOSPITAL RATES

10	Max Super Specialty Hospital (A Unit of Max Health Care Institute Ltd.) FC-50, C & D, Blcok, Shalimar Bagh, New Delhi. 66422222, 49782222.	CGHS/15% DISCOUNT ON HOSPITAL RATES
11	Max Super Speciality Hospital (A unit of Devki Devi Foundation) 2, Press Enclave Road, Saket, New Delhi. Tel. No. 011-26515050.	CGHS/15% DISCOUNT ON HOSPITAL RATES
12	Max Hospital, Near T.V. Tower, Pitampura, Wazirpur District Centre, New Delhi. 011-27351844, 27351844.	CGHS/15% DISCOUNT ON HOSPITAL RATES
13	Metro Hospitals & Heart Institute 14, Ring Road, Lajpat Nagar, New Delhi - 110024. 0120- 2704300.	CGHS
14	Orthoplus Hospital RZ-B-28, Gopal Nagar, Nagafgarh, New Delhi. 011-28012195, 9810102908.	CGHS
15	Panchsheel Hospitals Pvt. Ltd. C-3/63-A, 64-A, Yamuna Vihar (opposite Gokul Puri Police Station, Delhi-110053 011- 43541234, 43540604	CGHS
16	Primus Super Specialty Hospital Chanakyapuri, New Delhi-110021. Tel. No.011- 66206630, 66206640.	CGHS (Orthopedic) 10% discount on other procedures
17	Park Hospital Meera Enclave, (Chokhandi) Near Keshopur Bus Depot Outer Ring Road, New Delhi - 110018. Tel:.011- 4532 3232	CGHS
18	Rockland Hospital B-33, 34, Qutab Institutional Area, New Delhi - 110016. 011- 41222222.	15% on Hopital Rates
19	Saroj Hospital & Heart Institute Sector-14 Extn. Madhuban Chowk, Rohini, New Delhi -1100085. 011- 27903333.	MMTC RATES

20	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. 33669999, 43006000-22	CGHS
21	Apex Citi Hospital Hanuman Road, D- Block West Vinod Nagar, Near P.N.B, Delhi-92. 011-22473111, 22478111.	CGHS
22	Care Eye Centre & Diagnostic D1A/141A, Janakpuri, New Delhi. 011-28521001, 28522000.	CGHS
23	Chaudhary Eye Centre & Laser Vision 4802 Bharat Ram Road, 24, Daryaganj, New Delhi. 011-23243717, 23278423/5893.	CGHS
24	Dr. Pattnaik's Laser Eye Institute C-2, Ground Floor, Lajpat Nagar-3, New Delhi-24. 011-43444300, 8467807080.	CGHS
25	Dr. Kapur's The Healing Touch Eye Center D-8, Vikas Puri, New Delhi-18. 9311282066, 9311282064.	CGHS
26	Dr. Shroff's Charity Eye Hospital 5027, Kedar Nath Road, Daryaganj, New Delhi -110002. 011-43524444.	CGHS and 15% discount on unlisted procedures
27	Dr. Aggarwal's Eye Clinic F-17, Moti Nagar, New Delhi. 011-25462686, 9811069069	CGHS
28	Khanna Eye Centre A-2/2, Model Town-1, Delhi - 110009. 27224582, 27228674, 27244290	CGHS
29	Kailash Eye Care (Unit of Kailash Nursing Home) 50-51, South Patel Nagar (Near Metro Pillar No.190), New Delhi. 9810760157	CGHS

30	Mohan Eye Institute 11-B Ganga Ram Hospital Marg, New Delhi 25787655	CGHS
31	M.D. Eye Care and Laser Centre M-165, Ground Floor, Greater Kailash, Part-II, New Delhi - 110048. 011 - 2922 8101.	CGHS
32	Mahajan Eye Centre AD-21A, Pitampura, Delhi - 110034. 9311114660	CGHS
33	Spectra Eye (A Unit of RC Health Care Pvt. Ltd.) E-82-A, Greater Kailash, Part-1, New Delhi-110048. 011-41555655, 455,585, 485, 981846500.	CGHS
34	Save Sight Centre A-14, G.T. Karnal Road, Adarsh Nagar, Opp. Metro Station, Delhi - 110033. 09210914791, 27681312.	CGHS
35	Sardana Eye Institute A2/19, Rajouri Garden, New Delhi. 011-25436366, 25459313.	CGHS
36	Foresight Eye Clinic House No.106, RPS DDA Flats, Sheikh Sarai, New Delhi 011- 26018111.	CGHS
37	Vision Eye Hospital F-24/136, Sector-7, Rohini, New Delhi - 110085. 41426009, 09868 404003.	CGHS
38	B.R. Diagnostics W-15, Greater Kailash-I, New Delhi-48. 9811059156	
39	C 15 MRI Imaging Diagnostic and Research Centre C-15, Green Park Extension, New Delhi - 110016. 26850006, 26850005.	CGHS

40	Capital X-Ray & Scan Clinic C-3, New Krishna Park, Main Nagafgarh Road, Vikaspuri, New Delhi-18. 9911004545, 9911116464.	CGHS
41	Delhi Institute of Functional Imaging K-16, South Extension, Part-1, New Delhi. 9873494949	CGHS
42	Dr. Gulati Imaging Institute J-16, Hauz Khas Enclave, Main Aurobindo Marg, New Delhi. 011-49515253.	CGHS
43	Dr. Savita Jain's Arun Imaging Centre D-29, Vivek Vihar, Delhi- 110095. 9810933308	CGHS
44	Dr. Anand's Imaging Centre & Neurological Research Centre G-14, Preet Vihar, Vikas Marg, Karkarimor, Delhi-110092. 22501752, 22525599, 22437066.	CGHS
45	Goyal MRI & Diagnostic Centre B-1/12, Safdarjung Enclave, New Delhi. 011-40771234, 26107559.	CGHS
46	A K Health Quotient India Pvt. Ltd. E-117, Kalkaji, Opp. Laxmi Narayan Temple, New Delhi-19. 26444537, 41023777.	CGHS
47	National MRI, CT Scan & Diagnostic Centre (A unit of Shree Hari Diagnostic Pvt. Ltd.) 19/35, Main Rohtak Road, Punjabi Bagh, Near Maharaja Agrasen Hospital, New Delhi-110026. 011-25220079.	CGHS
48	Oncquest Laboratories Ltd. 3-Factory Road, ADJ-Safdarjung Hospital, New Delhi-110029. 011-26101240.	CGHS
49	Platinum Imaging Centre 9, Dayanand Vihar, New Delhi-110092. 011-40303333.	CGHS

50	Srivastava MRI & Imaging Centre Shop. No.1,2,3, & 6, Purvanchal Plaza, Pkt-B, LSC Market, Mayur Vihar, Phase-2, Delhi. 011-22779009, 9811157069.	CGHS
51	Sawan Neelu Angles Nursing Home J-Block, 293, Saket, New Delhi. 43191300/320.	CGHS
52	Bahl Dental Clinic & Implant Centre 21/39-B, 1st Floor, Tilak Nagar, New Delhi - 110018. 9810899666	CGHS
53	CSM Medicentre Eye and Dental Care D-31, Flat No. 2, Rajouri Garden, New Delhi- 110027. 41443931, 65273069, 9871235757.	CGHS
54	Delhi Dental & Medical Centre 19/32, Old Rajinder Nagar, New Delhi. 8130111118	CGHS
55	Dental World WZ-172, Street No.1, Sadh Nagar, Palam Colony, New Delhi. 9312507893	CGHS
56	Delhi Dental Hub 9, State Bank Nagar, Paschim Vihar, New Delhi. 011-45561002/03, 9891373779.	CGHS
57	Dr. Shweta's Dental Clinic D-42, Kalkaji, New Delhi. 011-26414243, 9811227991	CGHS
58	Goel's Multispeciality Dental Clinic & Implant Centre 7A/460, Durgapuri Exten., Durgapuri Chowk, Loni Road, Delhi - 110093. 22801280, 9810204505.	CGHS
59	Leela Dental Clinic B-39, Main Road, Majlis Park, Delhi. 27678182/83. 9811503415.	CGHS

60	Sehgal Dental Clinic CA-115/1, Opp. Shopping Centre, Tagore Garden, New Delhi - 110027. 011-25423227, 9654654555.	CGHS
61	The Caring Touch R-721, New Rajinder Nagar, New Delhi 28745151, 28745252.	
62	Asian Institute of Medical Sciences, Sec-21A, Badkal Flyover Road, Faridabad, 0129-4253000	CGHS
63	Park Hospital J-Block, Sec-10, Opp. Court, Faridabad 121004 7531818181, 7531919191, 0124-4200000.	CGHS
64	Artemis Hospital Sector -51 Gurgaon Haryana- 122001 0124-6767000	CGHS
65	Paras Hospital C-1, Sushant Lok, Phase-I, Sector-43, Gurgaon (Haryana) 0120-4585555	CGHS
66	Ahooja Eye & Dental Institute 560/1, Dayanand Colony, New Railway Road, Gurgaon. 0124-2321234.	CGHS
67	Eye Q Vision Pvt. Ltd. Shalimar Bagh, A-D-Block, NS-3, East of Shalimar Bagh, Delhi. 47292900	CGHS
68	Dental Trendzz Shop No. 6, Kataria Market, Gurgaon - 122001 0124-6466959, 9953995959.	CGHS
69	Kamal Hospital KA-Block, Kaushambi, Near Telephone Exchange/ Metro Station Kaushambi, Ghaziabad 9871422922	CGHS
70	Sunetra Eye Centre Ltd. KC-120, C-Block, Kavi Nagar, Ghaziabad. 0120-4233366, 9999631482.	CGHS

71	Royal Dental Care II C/128, Nehru Nagar, Ghaziabad 9810363398, 01202000000	CGHS
72	Kailash Hospital & Heart Institute H-33, Sector-27, Noida 011-2444444.	MMTC RATES
73	Prakash Hospital D-12, 12-A, 12-B, Sector - 33, Noida 120-2505264, 2505266	CGHS
74	SHAKUNTALA NURSING HOME & HOSPITAL RZ-I-81A, SAGAR PUR (WEST) (OPP. DELHI VIDYUT BOARD COLONY) NEW DELHI- 46 25383171, 25390976	CGHS
75	Gagan Pathology Centre H.No.22, Pocket F26, Sector-7, Near Ayodhya Chowk, Rohini, Delhi.	CGHS
76	CENTRAL/STATE GOVERNMENT HOSPITAL	

PROCEDURAL STEPS

I. For Hospitalisation

1. Employee will inform Administration about admission in the hospital or give prior intimation in case the date of admission is decided in advance. Information may also be sent to medical@itpo.gov.in.
2. Personal Section will forward the intimation to Vigilance Division also.
3. Employee will forward the estimated expenditure from the hospital.
4. ITPO will issue an approval letter for the estimated expenditure approving treatment of the patient in the hospital. Copy of the same is given to Medical Unit.
5. After completion of treatment, the hospital will raise final invoice and send the same to Medical Unit alongwith original copy of the sanction for processing the payment.
6. The payment is processed by the Medical Unit and cheque will be dispatched to the hospital.
7. In case the patient is required to remain in hospital beyond the approved period or there is any additional expenses involved on account of medical procedure, the revised estimate will be got prepared and send to ITPO for fresh approval for the revised period.
8. The admission will be done subject to production of Medical Identity Card of the patient (employee or his/her dependent).

Sanctioning Powers

Senior Manager	-	Above Rs. 75,000/-
Manager	-	Upto Rs. 75,000/-
Dy. Manager	-	Upto Rs. 45,000/-

In case the total amount exceeds these limits for same admission, the file may be sent to higher level (as per DFPR)

For Tests

Employees may avail the facility of Pathological tests on production of Medical Identity Card issued by ITPO (in case the card is not available for any reason, some other card confirming identity of the person like Driving License, Photo I.D. Card, Employer Card, School/College ID, Ration Card, Aadhar Card, Birth Certificate for infants).

However, for major tests involving expenditure of over Rs. 2,500/- like CAT Scan, MRI etc. will not be done without taking prior approval of the Administration and same procedure as in the case of hospitalization shall be followed.

ITPO will also develop a system that the medical facility is not being misused, in case it is found that any employee has misused the facility, stern action will be taken against him/her.

Norms for Path Labs

- a) Test will be subject to proper prescription from a MBBS Doctor.
- b) The labs will entertain employees on the basis of production of Medical Identity Card of his or her dependents for whom the test is to be conducted.
- c) The employee will give intimation over phone or through e-mail to the office on the same day or next working day.
- d) Confirmation letter will be sent by ITPO on receipt of information from the Path Lab.