



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Administrative Circular No. 20/2011 dated 27th October 2011

Post Retirement Medical Scheme for Existing and Retired Employees : Operating Procedures & Other Clarifications

Administrative Circulars No.11/2011 and 12/2011 dated 18.08.2011 have been issued regarding guidelines for Post Retirement Medical Scheme (PRMS) for Retired Employees and Existing employees respectively. The following are the operating procedures and other clarifications on PRMS :-

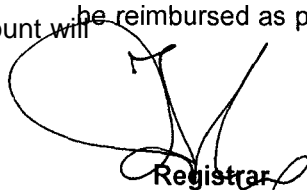
- (a) Employees on roll can quit from the scheme in case of resignation or on personal grounds and their contribution will be refunded without any interest.
- (b) Employees proceeding on lien/EOL have to deposit the contribution towards PRMS in lump sum for a period of one year while proceeding on lien/EOL.
- (c) In case of death of an employee on roll, the spouse of the deceased employee may opt out of the scheme, and he/she will be entitled to get the refund without interest.
- (d) The retired/retiring employees who do not receive the fixed medical allowance per month will have to pay yearly contribution of Rs.3600/- (calculated @300/- per month) in lieu of medical allowance at par with other pensioners or on subsequent revision in the beginning of the each year. This is in addition to the one time lump sum payment made for joining the scheme.
- (e) The retired employees can avail the facility at B.C.Roy Technology Hospital, IIT Kharagpur free of charge on production of Medical Record Book issued for the purpose. The classification of employees for entitlement of hospitalisation facilities will be at par with the existing employees.
- (f) The retired employees staying in and around Kharagpur can avail treatment directly or by referral through B.C. Roy Technology Hospital. In such cases Bill for reimbursement is to be submitted to Accounts Section directly along with copy of Pension Card and membership card of PRMS.
- (g) Medicines prescribed by the doctors in B.C. Roy Hospital can be obtained from M/s Frank Ross or Technology Cooperative Stores (TCS) on production of Medical Record Book issued for the purpose.

- (h) A list of Institute approved authorized hospitals and nursing homes situated all over India is enclosed at **Annexure-1**. This is in addition to CGHS approved hospitals and nursing homes and as may be included in the list from time to time.
- (i) The outstation beneficiaries can directly avail the medical facilities as per requirement subject to the terms and conditions mentioned in the Administrative Circular dated 18.08.2011.

Procedures for disbursement of Claims:

- (i) Pensioners will forward claims to Accounts Section directly in the format enclosed at **Annexure- II**.
- (ii) Account Section will scrutinize the claims as per CGHS rule and will ascertain/recommend the amount reimbursable.
- (iii) The claims will be further scrutinized by a PRMS committee consisting of the Registrar, Deputy Registrar, Assistant Registrar, Medical Officers as constituted by the Director which will meet twice a month. Efforts will be made to reimburse the claim within 21 days.
- (iv) Recommendation of the committee will be forwarded for approval of the competent authority. Payment will be made through e-transfer.
- (v) TA is admissible as per rule if referred / recommended by Head, B.C. Roy Technology Hospital along with escort, if certified so. For outstation retired employees, the attending Registered Physician or Hospital / recognized Nursing Homes may refer to higher /specialized hospitals and TA along with the escort, if certified so, will be reimbursed as per rules.
- (vi) The retired employees staying in and around Kharagpur can avail ambulance facility as referred by B.C. Roy Technology Hospital. The outstation beneficiaries can also hire ambulance from the place of illness to the place of hospitalisation in approved hospitals and nursing homes and the amount will be reimbursed as per rules.

Encls : as above


Registrar

To

1. All Heads of the Departments/Centres/Schools/Sections/Units
2. All Pensioners/Family pensioners
3. Deputy Registrar (F&A)
4. Deputy Registrar (E)
5. Chairman, ACSSC
6. Chairman, ERP Cell
7. PMO, B C Roy Technology Hospital
8. Secretary to Director
9. Secretary, Deputy Directors' Office
10. Secretary, Registrar' Office
11. Web Administrative Notice

Format for Reimbursement of Medical Expenditures
to the retired employees(to be filled in by the claimant)

Annexure II

Name of the Patient:.....Relationship to the Pensioner/retiree.....

Name of the Pensioner:.....Pension Code.....

Nature of illness:

SI No	Description	Amount Claimed	Amount admissible	Remarks
1	Visiting Charges:			
	1			
	2			
2	Medicines:			
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
3	Tests:			
	1			
	2			
4	Hospitalisation Charges(operations etc):			
	1			
5	TA Claims:			
	1			
6	Others			
	1			
	2			
	Total			

SI No 1. Date of visit and the visiting charges to be given separately for each visit.

SI No.2. Names of the medicines, quantity, rate and total amount claimed to be clearly mentioned for each medicines.

SI No.3. Name of the tests conducted and charges to be indicated separately and clearly.

SI No.4. Expenditure during hospitalization excluding medicines.

SI No.5. Details of TA, date wise, from place to place, reason of journey, recommendation of the doctor.

SI No.6. Others not covered by the above.

**** Additional papers may be used for additional information.

All claims are to be supported with appropriate bills in original.

Claims should be accompanied with Xerox copies of the doctor's prescription.

Date:
Phone / mobile Number

Signature of the Pensioner/family pensioner/retiree

Note: Efforts will be made to reimburse the claim within twenty one days.