



नेशनल इंस्टीट्यूट ऑफ फाउंड्री एंड फोर्ज टेक्नोलॉजी
हटिया, राँची - 834 003 (झारखण्ड)
National Institute of Foundry and Forge Technology
Hatia, Ranchi – 834 003 (Jharkhand)

सं No. – NIFFT/ GA-24/2021: 4943

दिनांक Date - 05/04/2021

CIRCULAR

Sub:- Medical Facility for Employees and Dependents at CGHS rate in Empaneled Hospitals.

As approved by the BoG, vide Resolution No. 109.BOG.III.1, dated 21/01/2020, the Institute has entered into agreement with certain hospitals and laboratories for providing medical facility to the employees of the Institute and their dependent family members as given below.

Sl. No.	Hospital / Laboratory Name	OPD	IPD	Discount on Non-Entitled and Non-CGHS Items
1	Paras HEC Hospital Dhurwa, Ranchi - 04	On Cash	On Credit	10% on Standard Rate
2	Maa Ram Pyari Ortho Hospital Research Center Pvt. Ltd. Karmatoli, Ranchi	On Cash	On Credit	10% on Standard Rate
3	Shrestha Netra Chikitsalaya Ashok Nagar, Ranchi -	On Cash	On Credit	10% on Standard Rate
4	Happy Tooth Multispecialty Dental Clinic Opp. Loreto Convent, Doranda, Ranchi	On Cash	On Credit	30% on Standard Rate
5	Rajdhani Pathology and X- Ray Center Birsa Chowk, Ranchi	On Cash	On Credit	20% on Standard Rate

Further, agreement with following hospital is under process and likely to be completed by 30 April, 2021 and a separate Circular will be issued to that effect after signing of the agreement.

Sl. No.	Hospital / Laboratory Name	OPD	IPD	Expected Discount on Non-Entitled and Non-CGHS Items
1	Raj Hospital Main Road, Ranchi	On Cash	On Credit	10% on Standard Rate
2	Shree Jagannath Hospital and Research Center Booty Road, Ranchi	On Cash	On Credit	10% on Standard Rate
5	Contacare Eye Hospital Sujata Chowk, Ranchi	On Cash	On Credit	15% on Standard Rate

A copy of the agreement format in general is attached as Annexure – D for information of the employees.

Following guidelines are issued for availing the above medical facility by the employees and their dependents.

1. OPD facility will not be on credit basis. The employee must pay the bills to the hospital and seek reimbursement from the Institute as per existing practice. **No referral is required for availing OPD facility.** However, the Medical Card issued by the Institute must be presented for availing CGHS rate. The hospital may also insist to produce any other Photo Identity Card (Aadhar, Voter ID, Driving Licence, Passport, PAN) of the employee and/or the patient for cross verification, if required.
2. Referral from SMO or any other official authorized by the Institute in the absence of SMO is required for availing cash-less IPD facility on credit basis. However, IPD facility on cash payment basis may be availed without referral letter from the Institute. However, the Medical Card issued by the Institute must be presented for availing IPD facility. The hospital may also insist to produce any other Photo Identity Card (Aadhar, Voter ID, Driving Licence, Passport, PAN) of the employee and/or the patient for cross verification, if required.
3. The empaneled hospitals/laboratories, after providing the IPD treatment will raise the Bill in two parts. The Bill as per CGHS rates will be presented to the Institute and the Bill for non-entitled and/or non-CGHS procedures/items or procedures/items over & above CGHS rates will be presented to the employee concerned for payment.
4. The employees must clear all bills presented to them for OPD treatment and IPD treatment (depending upon each case) to the hospital/laboratory as may be required.
5. The employee must submit the medical claim for the OPD treatment and/or CGHS part of the IPD treatment (if availed on cash payment without referral) within one month of completion of medical treatment in the prescribed format, duly filled in all respects. Any bill submitted after the said time limit shall not be accepted for reimbursement purposes.
6. For the above process, the following forms have been developed :
 - a) **Form No. GA-01:** Requisition for Medical Card. Each employee will fill up this form and submit for issue of Medical Card. Issue of Medical Card may take up to 15 days. (Annexure – A)
 - b) **Form No. GA-02:** Requisition for Authorization/Referral Letter for IPD treatment in the empaneled hospitals/laboratories - to be submitted by the employee to SMO or the authorized official in the absence of SMO. (Annexure – B)
 - c) **Form No. GA-03:** Authorization/Referral Letter for IPD treatment - to be issued by SMO to the employee or the authorized official in the absence of SMO. (Annexure – C)

7. Following guidelines will govern issue and/or up-dation of Medical Card.
- First Medical Card will be issued free of cost with a minimum validity of one year. An extended validity period up to three years may be considered in case none of the children are attaining the age of majority (i.e. 18 years) and/or all the dependents are likely to remain dependent as per law, during the extended validity period.
 - Renewed Medical Cards will also be issued free of cost after expiry of the First/Previous Medical Card. Employees must apply afresh for issue of renewed Medical Card.
 - A fee of Rs. 200/- will be charged for any up-dation and/or change of the Medical Card within the validity period. Original Medical Card must be submitted for this purpose, failure of which will be treated as reissue of Medical Card.
 - A fee of Rs. 500/- will be charged for reissue of Medical Card within the validity period.
 - Employees will remain responsible for safe custody of their Medical Card and also for any misuse of their Medical Card.
8. The Institute reserves the right to add and/or alter any of the guidelines and also to remove any of the hospitals/laboratories from the list of empanelment with immediate notice.

This issues with the approval of the competent authority.


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Dy. Registrar

Copy to –

- All faculty and staff by email as per available list.
- Chairman, CCC – requested to arrange uploading to Institute Website (permanent availability)
- Director's Secretariate / Registrar Office
- Medical Facility at Tie-up Hospitals File [GA-24/2021]