APPENDIX – X

INSTRUCTIONS FOR GOVERNMENT SERVANTS

1. First find out who is your Authorized Medical Attendant. Your pay and place of illness will determine your Authorized Medical Attendant.

2. Whenever you need medical attendance and/or treatment for yourself or your family, please consult your Authorized Medical Attendant first. As the Medical Attendance Rules turn round him, you will not be entitled to any reimbursement unless you consult him and proceed in accordance with his advice. You should also strictly follow the instructions laid down in Section 1.

3. When you go to the hospital for admission of yourself or any member of your family as an in-patient, inform the Authorized Medical Attendant of your being a Central Government servant and of your pay so as to enable the authorities of the hospital to allot to you accommodation suited to your status.

4. Once you are admitted as in-patient in a hospital, you are bound by the rules and procedure in that particular hospital. Rules and procedure vary from hospital to hospital.

5. At the time of leaving the hospital after treatment, please get the hospital bill and receipts, vouchers, Essentiality Certificate, etc., duly signed or countersigned by the Authorized Medical Attendant or the Medical Officer in charge of the patient in the hospital, as the case may be, for the purpose of claiming refund of expenses incurred.

6. In the case of families, you need not consult your Authorized Medical Attendant before admitting a female member of your family in any of the Women’s hospitals recognized for the purpose.

7. In the case of treatment of families (female members) receiving treatment at the recognized Women’s hospitals, get the hospital bills, etc., countersigned by the Medical Superintendent of the hospital. In the case of male members of your family, get such bills countersigned by the Authorized Medical Attendant.

8. In emergent cases involving accidents, serious nature of disease, etc., the patient can be admitted in a private hospital / clinic in case no Government or recognized hospital is available nearer than the private hospital / clinic and the case is one of real emergency necessitating such admission and treatment. Orders in this regard are contained in Appendix-VIII.

9. Prefer your claims for refund of medical expenses incurred, in the relevant application form, giving full particulars called for therein and also attaching all the certificates required to be produced under the rules. This will avoid as far as possible any delay in settling your claims.

10. You can draw advance of money from Government in order to enable you initially to meet expenditure on medical attendance and treatment for yourself and members of your family on the terms and conditions specified in Section 2 of the Compilation.

11. If you are in Calcutta, please note the arrangements for the medical attendance and treatment at that place, as given in Section 6 of the Compilation.