

**APEDA MEDICAL ATTENDANCE RULES**  
**(w.e.f. 01.08.2015)**

These rules may be called the APEDA Revised Medical Attendance Rules 2015 and will be effective from the date it is approved by the Authority.

**1. OBJECTIVE:-**

The perquisite available to Central Government employees employed in Central Ministries and other subordinate and attached offices are not available to the employees of APEDA, Hence as per the provisions under Regulation No. 32 attached with the APEDA Act, the APEDA Medical Rules have been framed on the pattern of Central Government Health Scheme (CGHS) and Medical Attendance Rules to provide certain minimum measures of social security to the employees of APEDA and other dependant family members against various types of illnesses befall them during employment and after their retirement on superannuation.

Hence, the existing APEDA Medical Attendance Rules are hereby modified and henceforth shall be called APEDA Medical Attendance Rules on the basis of CGH Scheme and Medical Attendance Rules of Govt. of India.

**2. APPLICABLE TO:-**

These rules would apply to :-

- (i) Regular employees of APEDA including those on probation / extension
- (ii) The employees who are on deputation from other Government Departments or Public Sector Undertakings etc., on giving an option to be governed by these rules instead of the rules enforced in their parent organization within a month of joining the Authority
- (iii) Retired on superannuation from APEDA services.
- (iv) In the event of death of the serving/retired employee, dependants of the employee subject to fulfillment of other conditions of these rules.

However, these rules will not be applicable to persons engaged on casual/contract basis and also those engaged as consultants for a specified period.

### **3. DEFINITIONS:-**

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

(1) *“Authority”*- means Agricultural and Processed Food Products Export Development Authority.

(2) *“Pay”*- means pay including Pay Band plus Grade Pay as applicable in these rules to the Authority employees. For retired employees, pay means the last Pay Band plus Grade Pay.

(3) *“Family”* means employees:-

(i) Husband/wife.

(ii) Parents and step mother.

In the case of adoption, only the adoptive and not the real parents. If the adoptive father has more than one wife, the first wife only.

The female employee has a choice to include either her parents or her Parents-in-Law. Option exercised can be changed only once during service.

(iii) *Children*, including legally adopted children, step children subject to the following conditions:-

(a) Unmarried Son – Till he starts earning or attains the age of 25 years, whichever is earlier.

(b) Daughter – Till she starts earning or gets married, whichever is earlier irrespective of age limit.

(c) Son suffering from permanent disabilities of any kind (physically or mentally) – No age limit.

(d) Widowed daughter and dependent divorced/ separated daughters - Irrespective of age limit.

(e) Sisters including unmarried / Divorced / Widowed Sisters – Irrespective of age limit.

(f) Minor brothers.

#### **4. DEPENDENCY**

The income limit for dependency of the family members (other than spouse) is Rs.3500/- plus the amount of Dearness relief admissible on the date of consideration of the claim.

Parents residing with either the employee or the rest of the family members in a station other than the employee head quarters are eligible for reimbursement.

#### **5. HOSPITAL:-**

Means any hospital/nursing home/diagnostic centre empanelled under CGHS will be treated as hospitals within the meaning of these rules.

#### **6. SPECIALISTS:-**

Means any medical practitioner possessing a post graduate degree in Allopathy, Ayurveda, Unani and Homeopathy system of medicines and also holders of diploma in Ophthalmology, Pediatrics, ear, nose, throat, dental, surgery etc.

## **7. CONTRIBUTION:-**

Only those regular employees of APEDA will be eligible to be covered under APEDA Medical Rules, who shall contribute at the rates prescribed below and employees who pay at the time of their retirement on superannuation lumpsum equal to ten years contribution in advance.

<b>GRADE PAY</b>	<b>RATE OF MONTHLY CONTRIBUTION RS.</b>
Upto Rs.1650	50
Rs.1800, 1900, 2000, 2400 and 2800	125
Rs.4200	225
Rs.4600, 4800, 5400 and 6600	325
Rs.7600 and above	500

## **8. OUTDOOR MEDICAL EXPENSES:-**

(a) Officers and employees shall be eligible to get medical reimbursement for self and declared dependant members of family.

(b) The reimbursement of outdoor medical expenses on production of Doctor's prescription, medical bills etc. in a year for all employees shall be limited to Rs. 10,000/- per annum or as revised by the Government from time to time.

The above ceiling for outdoor medical expenses in no case would be considered for relaxation except with the prior approval of Competent Authority. However, carry forward of unutilized amount of the yearly ceiling shall not be allowed and shall lapse at the end of the financial year.

All original cash memos should be supported with Doctor's prescription and the quantity of the medicines etc., procured /purchased should tally with the doctor's prescription.

## **9. INDOOR TREATMENT:-**

For the purpose of indoor treatment (hospitalization), the officers and employees of the authority shall be entitled for treatment only at hospitals empanelled under CGHS. For the purpose of cost of treatment, this shall be as per the rates of the hospitals where the hospitalization have been done. However, the room rent will be restricted as per eligibility.

The details of indoor treatment should also be supported with original cash memos/bills etc, duly attested by the concerned hospital.

## **10. ENTITLEMENT:-**

(i) Every employee of the authority will make a declaration of dependent family member in the prescribed form as per annexure-I. This declaration regarding dependency of the family members should be furnished to P&A by the employees once in the beginning of every calendar year. Recurring income from sources such as pension, house property, land holdings and interests on deposits should be taken into account for the purpose of assessing the income of the dependent family member. In the case of parent/Parents-In-Laws, the details of income of other members of family related by blood to the parents/Parent-In-Laws are also required to be furnished duly certified by such parents/Parent-In-Laws. However, other conditions for concessions of families as explained under Medical Attendance Rules of Government of India as applicable to the employees under CGHS shall also be applicable for the purpose of the employees of authority.

(ii) The employee's spouse employed in a Government Department in India or in an organization other than APEDA shall be eligible for reimbursement of medical expenses from APEDA 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 giving full and convincing reasons for the same duly certified by such employer of the spouse that he/she is not getting medical assistance from the respective employer.

The employees retired on superannuation from APEDA, are also required to give an undertaking that they are not eligible to get medical assistance from any other source except APEDA. In case both husband/wife are employee of APEDA, medical reimbursement can be claimed only by one of them.

#### **11. ADMISIBILITY OF MEDICINES:-**

The medicines prescribed by the authorized medical attendant/specialist/hospitals shall be treated as admissible or inadmissible as per the guidelines prescribed under Medical Attendance Rules attached with CGHS. Items classified as foods, foods supplement, whether they are used as baby foods, milk foods, invalid foods, beverages, drinks, tonics and toiletries shall not be reimbursable and would be treated inadmissible items.

#### **12. REIMBURSEMENT OF EXPENDITURE OF HOSPITALIZATION:-**

The expenses incurred on hospitalization will be restricted to the actual rates of the empanelled hospitals approved under CGHS for various general and specific purposes. Hospitalization shall also include charges for delivery/ miscarriage/ family planning operations, provided that no reimbursement shall be made in case the employee is already having more than two living children.

In case, the hospitalization under emergency is done in a hospital which is not empanelled under CGHS, considering the nature and severity of the case and disease, the reimbursement shall be restricted to the actual charges, specified under CGHS empanelled hospital, till the time the patient is on emergency/crisis and as soon as the patient is out of crisis as declared by the doctor, he/she may be shifted to a hospital empanelled under CGHS for further treatment.

#### **13. ENTITLEMENT OF ACCOMMODATION:-**

The entitlement of hospital accommodation would be as per the pay limits prescribed in CGHS as under:-

<b>GRADE PAY</b>	<b>ENTITLEMENT</b>
Upto Rs.1650	6 bedded room
Rs.1800, 1900, 2000, 2400 and 2800	4 bedded room
Rs.4200	2 bedded room
Rs.4600, 4800, 5400 and 6600	Single bedded room
Rs.7600 and above	Single bedded room / deluxe room

#### **14. DENTAL TREATMENT:-**

Charges for the supply of dentures, cleaning, polishing of teeth, filling of teeth with metals like gold etc., the dental treatment for cosmetic surgery/braces shall not be reimbursed. However, the Government of India decisions for dental treatment as explained in Medical Attendance Rules followed by Central Government employees under CGHS shall be applicable to the employees of APEDA.

#### **15. OPHTHALMIC TREATMENT:-**

Apart from the consultation fee for eye specialist, fees charged for testing of eyes will be reimbursed, but only once in three years, unless this is done during the interim period on the advice of an eye specialist. For other kinds of Ophthalmic Treatment like cataract operation etc., the Medical Attendance Rules attached to CGHS shall apply.

#### **16. PATHOLOGICAL AND OTHER EXPENSES:-**

Expenses incurred on pathological and other diagnostic investigation would be reimbursable if such investigation is on the advice of an authorized medical attendant or by the hospital empanelled under CGHS and carried out in the hospitals / recognized diagnostic centers as defined under CGHS.

#### **17. ANNUAL CHECKUP:-**

Employees of APEDA and other dependent family members would also be eligible for reimbursement of the charges for complete medical checkup subject to condition that the same is done in any of the hospitals empanelled under CGHS for General purpose which shall be treated as hospitalization and shall not be included in the ceiling limit

## **18. PROVISION FOR TREATMENT OF SPECIAL DISEASES:-**

For special diseases like cancer, mental, TB, Leprosy, Liver and Heart, the employees and their dependants shall get reimbursement of the medicines above the ceiling limit subject to production of a certificate from CGHS recognized hospital. The expenditure on the cost of anti-diabetes drugs shall be covered within the ceiling limit for OPD. However, on exhausting ceiling limit only the cost of anti-diabetes oral drugs (excluding the cost of test/and cost of injecting the insulin) may be reimbursed beyond the ceiling limit. In case, the oral drugs for diabetes are to be continued for more than a year, it shall require the patient to produce a certificate from the recognized hospital certifying the need and quantity of the oral drugs to be continued

## **19. MEDICAL ADVANCE:-**

Head of Department may grant advance to APEDA employees to enable them to make expenditure on emergent medical attendance and treatment for themselves and their dependent members of family on the conditions that:-

(a) Advance may be paid for inpatient treatment only in hospitals empanelled under CGHS.

(b) The advance will be paid directly to the hospital concerned on receipt of an estimate from the treating physician /medical superintendent of the hospital.

(c) It may be admissible for major illnesses/major surgeries/By-pass and other cardiac surgery/ kidney/liver etc. transplant.

(d) 90% of the advance as estimated by the hospital concerned shall be paid.

(e) Since the advance is paid directly to the hospital, the employee should submit the adjustment bill for final settlement within one month from the date of his/her discharge from the hospital.



## **20. REFUND OF UNUTILISED BALANCE**

The unutilized balance of advance, if any, shall be got refunded by the employee from the hospital within one month from the date of discharge from the hospital. It shall be the responsibility of the employee to get the refund from the hospital and remit in APEDA within one month of discharge from the hospital, failing which they shall not be considered for further medical reimbursement.

Other conditions for grant of medical advance as mentioned under Medical Attendance Rules attached with Central Government Health Scheme shall also be applicable.

**21.** The employees shall continue to get the reimbursement of the medicines where the authority has allowed the same as a special dispensation. However, in such cases the employees are required to furnish a certificate from the doctor/hospital concerned regarding the quantity and duration for further requirement of such medicines on half-yearly basis.

**22.** With due approval from the Competent Authority, whenever felt necessary medical reimbursement claims shall be subject to careful scrutiny and may be referred to special police establishment or Central Bureau of Investigation, as the case may be, in accordance to the directions of Government of India vide O.M. No. GI, MH and FW O.M. No. S.I4025/15/94-MS dated 12<sup>th</sup> August 1994.

**23.** In all other cases where these rules are silent, the Medical Attendance Rules applicable to Central Government employees under CGHS Scheme shall also be applicable to the employees of APEDA.

**24.** Chairman, APEDA shall have the power to relax any provision of these rules, in individual cases, if circumstances so justify and such relaxation will not form a precedent.

**25.** APEDA Medical Attendance Rules - 2004 are hereby repealed.

**ANNEXURE-I**

**FORM FOR DEPENDENT FAMILY MEMBERS FOR APEDA (MA) RULES**

1. Name and Designation of the Employee -
2. Details of the Member/Members of family proposed to be dependent :-

<b>Name</b>	<b>Relationship with the employee</b>	<b>Date of Birth and Age as on date</b>	<b>Recurring income from all sources including pension, house property, land holdings and interests on deposits</b>	<b>Residence- (normally resides with the employee or with the rest of family at a place other than the duty place of the employee)</b>	<b>Whether Income Tax payee if so – Pan No.&amp; Income Tax return of previous year. In the absence of above one year bank statement of the accounts.</b>

3. Name of any other member of family on whom the proposed dependent Member/ Members of family could also be dependent In natural/normal course. -
4. If the answer of (3) above is yes, the reasons for not being dependent on the person declaration at (3) above. -
5. In case of parents/parent-in-law, the details of their other children viz. their employment/ self employment and their income etc. as per proforma above at Sl. No. (2) may be provided. -
6. In case of spouse employed and governed by different medical rules, the reasons for seeking dependence of the employee under APEDA (MA) Rules. -

**Note:-**

(a) Family for the purpose of APEDA (MA) Rules, means wife, husband, as the case may be, parents, sister, widowed sister, widowed daughter, brother, children, step children, divorced/separated daughter.

(b) Female employee are given the choice of including either her parents or her parent-in-law for the purpose of availing benefits under APEDA (MA) Rules. Once given the choice / option can be changed only once during the entire period of service.

(c) To obviate the possibility of double claim the employee is required to give a certificate / declaration, that he/she is not claiming / availing of medical facility/ medical allowance in lieu thereof either for himself/herself or the member of his/her family from any other source other than APEDA (MA) Rules.

It is certified that the above declaration made by me are true to the best of my knowledge and belief and in case any information is found false / wrong, I will be held responsible.

**Signature:-**

**Name:-**

**Designation:-**

**Date:-**

**Place:-**