MINISTRY OF CIVIL AVIATION

(AIRPORTS AUTHORITY OF INDIA)

NOTIFICATION

New Delhi, the 24th June, 2003

F. No. AAI/Pers/EDPA/Reg./2002.—In exercise of the powers conferred by Sub-section (1), read with clause (b) of Sub-section (2) of Section 42 of the Airports Authority of India Act, 1994 (55 of 1994) and in supersession of the International Airports Authority of India (Medical Attendance and Treatment) Regulations, 1976 and the National Airports Authority (Medical Attendance) Regulations, 1988, except as respects things done or omitted to be done before such supersession, the Airports Authority of India, with the previous approval of the Central Government, hereby makes the following regulations, namely :—

1. Short title, commencement and application. – (1) These Regulations may be called the Airports Authority of India (Employees Medical Attendance and Treatment) Regulations, 2003.

(2) They shall come into force from the date of their publication in the Official Gazette

(3) They shall apply to all the employees of the Authority, except;

(a) Persons in casual or daily rated or part-time employment;

(b) Persons on deputation to the Authority, unless their terms of deputation provides otherwise;

(c) Persons employed on contract unless the terms of contract provide otherwise;

(d) Apprentices or trainees on a stipend.

2. Definitions.- (1) In these regulations, unless the context otherwise requires, -

(a) "Act" means the Airports Authority of India Act, 1994 (55 of 1994);

(b) "Authority" means the Airports Authority of India/ constituted under Section 3 of the Act;

(c) "Authorized Medical Officer" means a Medical Officer who is appointed by the Authority either in full time, part-time or retainer-ship basis or any registered medical practitioner possessing minimum qualification as Bachelor of Medicine and Bachelor of Surgery /Bachelor of Dental Surgery / Bachelor of Ayurvedic Medicine System / Bachelor of Unani Medicine System;

(d) "Chairperson" means the Chairperson of the Authority appointed under Clause (a) of sub-section (3) of Section 3 of the Act;

(e) "City" means the headquarters city or town of the employee;

(f) "Competent Authority" means the Chairperson or a whole-time Member or any other Officer authorized by the Chairperson in this behalf;

(g) "Dispensary" means a dispensary established by the Authority under these regulations;

(h) "Employee" means a whole time employee of the Authority;

(i) "Family" means a employee's wife or husband, as the case may be, and parents (not step parents), children and step children, adopted children (if adoption is permissible under Personal law), sister, widowed sister, widowed daughter, minor brothers, wholly dependent on the employee as per the laid down conditions for dependency;

(j) "Hospital" means a dispensary or Medical Inspection Room established or run by the Authority or maternity centre administered by the Central Government or State Government or a local authority or Public Sector Undertaking, Military Hospital, Railway Hospital, All India Institute of Medical Science (AIIMS), any Medical Institute or College or Research Centre established or run or recognised by the Central Government or State Government or University established by University Grants Commission or Medical Council of India ; or any hospital notified by the Authority from time to time;

(k) "Medical Attendance" means attendance by an Authorised Medical Officer or any other registered Medical Practitioner possessing minimum qualification as Bachelor of Medicine and Bachelor of Surgery /Bachelor of Dental Surgery / Bachelor of Ayurvedic Medicine System / Bachelor of Unani Medicine System in a hospital or Nursing Home or at clinic or at the residence of the employee and includes any examination for the purpose of diagnosis and/or treatment as may be considered necessary by the said Medical Officer or Practitioner;

(l) "Member" means the member of the Authority other than ex-officio member;

(m) "Nursing Home" mean Nursing Homes on the panel of the Authority;

(n) "Pay" means basic pay, special pay or other emoluments classified as pay drawn by the employee at the time of treatment;

(o) "Treatment" means the use of medical and/or surgical facilities as are considered necessary by the Authorized Medial Attendant and includes,-

(i) the employment of pathological, bacteriological, radiological and other methods;
(ii) the supply of medicines, vaccines, sera or other therapeutic substances;
(iii) ordinary dental treatment except supply of dentures, crown work, bridge work, orthodontic work and other specialized dental work;
(iv) treatment of eyes and testing of eye sight except supply of spectacles;
(v) prenatal, confinement and post-natal treatment;
(vi) insulin treatment in the case of patients suffering from diabetes recommended by concerned specialist and whenever required;
(vii) anti-rabbi treatment;
(viii) ordinary nursing and hospital accommodation appropriate to the status of the employee; and
(ix) special tests or investigations referred by concerned specialist.

(2) Words and expressions used and not defined in these regulations but defined in the Act or any rule or regulations made there under, shall have the same meaning respectively as assigned to them in that Act or rules or regulations made thereunder.

3. Conditions for dependency. - (1) A member of the family whose total income from all sources, including pension, temporary increase on pension or stipend, etc. does not exceed Rs.1500/- per month is deemed to be wholly dependant on the employee. However, husband and wife shall be considered as one unit for the purpose of these regulations and dependency limit shall not be applicable to wife or husband.

Note : (i)The Competent Authority may alter the dependency limit or conditions of dependency delete or add or alter any additional condition for the members of the family (including spouse) under these regulations;

(ii) Each employee shall furnish a declaration every year about the status and dependency of his parents and other family members at the beginning of the year to allow them to avail the medical facilities under these regulations.

Explanation. – (i) The residential condition for members of families is not essential. Family members may have medical attendance and treatment if they do not stay with the employee. Parents can live away from the employee at another station with other members of the family, provided the employee has not claimed Travelling allowance or Daily Allowance at the time of transfer for parents and family;

(ii) Recurring income from sources such as business, employment, property, agriculture, houses land holding, etc, shall be taken into account for the purpose of assessing income;

(iii) Lump-sum non-recurring income, such as, Contributory Provident Fund Benefits, Government of India Price Bonds, Gratuity, Commuted Gratuity, Insurance Benefits, etc. shall not be regarded as a part of income.

(2) In case where both husband and wife are employed in the Authority, they, as well as their eligible dependants may be allowed to avail of the medical concessions according to his or her status . For this purpose, a joint declaration as to who shall prefer the claim for reimbursement of medical expenses incurred or the medical attendance and treatment irrespective of wife or husband and the children shall be furnished. If declaration is not furnished, concession is to be availed by all including wife according to the status of the husband. The option given in the declaration can be changed from the next financial year as and when necessary depending on change in circumstances.

(3) Employee's spouse employed in Central Government, State Government, Public Sector Undertakings, Local Bodies or Private Organisations, as the case may be, which provides medical facilities, is allowed to choose either the facilities under these regulations or the medical facilities provided by the organisation in which he or she is employed on the basis of a certificate from the employer of his or her spouse that he or she is not claiming medical facilities in respect of his or her spouse and their family members. For this purpose they should furnish to their authorities a joint declaration in duplicate as to who shall prefer the claim for reimbursement of medical expenses in respect of wife or husband and dependent family members with full details in respect of them. A copy each of the joint declaration, in duplicate, shall be recorded in the personal file of each of them in their respective organisation. The option given in the declaration can be changed or altered from the next financial year as and when necessary.

(4) When the employee and whose spouses are employed in other organisations availing different medical facilities and stationed and residing at different places separately at their respective duty stations, the employee concerned may avail medical facilities, under these regulations in respect of himself or herself, as the case may be, and the family members residing with him or her and covered under these regulations:

Provided that, -

(a) if the spouse is in receipt of fixed medical allowance, the employee may avail medical reimbursement under these regulations for himself or herself and members of family residing with his or her except the spouse; and

(b) he or she produces a certificate from the employer of his or her spouse that he or she is not claiming medical facilities in respect of his or her spouse and their family members.

(5) A female employee shall be given the choice to include either her parents, or her parents-in-law for the purpose of availing of the benefits of the medical concessions under these regulations and instructions issued from time to time, subject to the conditions of dependency and residence as stipulated in these regulations.

Explanation.-

(i) Every female employee should immediately after her marriage give a declaration as to whether she shall like to include her parents or parents-in-law for the purpose of benefits of medical concessions under these regulations. She can change her option only once during the entire period of her service;

(ii) Both husband and wife on marriage, if working, shall be required to give a declaration of their option, clearly indicating the details in respect of each member of family in respect of whom the claim is to be preferred by the spouse concerned. A copy of the declaration may be retained in personal file by the office of each spouse.

(6) An employee of the Authority on retirement is eligible to avail the benefit under these regulations as dependent if his or her son or daughter or wife is employed in the Authority provided he gives an option to avail medical facilities under these regulations within a period of 2 (two) months from the date of retirement, and subject to meeting the other conditions as specified in these regulations. Though the option once exercised shall be final, however, the request to opt for Authority medical benefits for retired employees will be decided on merit of each case.

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5. Appointment of authorised medical officer for consultation. - In addition to the appointment of Medical Attendants at the dispensaries or Medical Inspection Room established by the Authority, the Authority may also appoint any registered Medical Practitioner as Authorized Medical Officer for the purposes of these regulations.

6. System of medicines.- The employees and their family members may get treatment under any of the under mentioned systems of medicines:-

(i) Allopathy system of medicine;
(ii) Homeopathy system of medicine;
(iii) Ayurvedic system of medicine; and
(iv) Unani system of medicine.

7. Medicines.- When medicines are prescribed by the Medical Attendant or Medical Practitioner or Authorised Medical Officer, the same will be reimbursed only if the medicines are admissible under the Government list of admissible medicines.

8. Procedure for medical treatment.- (1) Medical treatment shall normally be taken by the employee or a member of his or her family at the nearest empanelled Nursing Homes or Hospitals as per the limits or entitlements and other conditions as specified by the Authority from time to time.

(2) An employee may avail the credit facility extended to the selected empanelled Nursing Homes or Hospitals for getting treatment of self and his or her family members.

(3) An employee may avail the consultation of the doctor or specialists sitting in the Private Out Patient Department of the Institutional Hospitals of the empanelled hospital for getting treatment of self and his or her family members.

(4) The Authority shall fix the limits of consultation fee or visiting fee and Hospital or empanelled Nursing Home charges which may be reimbursable to the employee.

9. Procedure for medical reimbursement of medical expenses.- (1) All payments of medical expenses shall be made by the employee in the first instance. Claims for reimbursement of medical expenses shall subsequently be submitted in the Form annexed to these regulations duly supported by the prescription, bills, cash receipts and cash memos or any other relevant documents as may be specified by the Competent Authority from time to time.

(2) The claims for reimbursement of medical expenses should be submitted to the Competent Authority within three months from the day of completion of the treatment. The time barred claims may be admitted beyond three months but within one year from the date of completion of treatment if the Competent Authority is satisfied in each case that the delay in submission of claims is for reasons beyond the control of employee.

(3) The Authority may reimburse charges in respect of medical attendance and / or treatment received by an employee or his family at a place other than his headquarters on the basis of satisfactory documentary proof in support of his claim provided that the treatment is taken from an Authorised Medical Officer or Hospital under the control of the Central Government/ State Government / Municipal Corporation / Municipal Committee and empanelled Nursing Homes as specified by the Authority from time to time.

(4) The Competent Authority may at its sole discretion disallow claim for reimbursement if it is not satisfied with the documentary proof produced by an employee in support of his or her claim.

10. Medical treatment in respect of employees or their families in circumstances. – In respect of employees sent abroad for training / short terms assignments, medical facilities appropriate to the status of the employees shall be provided subject to the clearances by the Reserve Bank of India or Government for foreign exchange.

11. No reimbursement shall be admissible in the following cases,-

(i) Diet Charges
(ii) Conveyance Charges, and
(iii) Charges incurred in respect of an attendant at the hospital.

12. Out patient treatment - (1) Employees may receive medical attendance and treatment from private registered practitioners of their choice for Allopathic, Homeopathy, Ayurvedic and Unani treatment and actual fees charged by the Doctors shall be reimbursed subject to the limit fixed from time to time and also restrictions in each financial year to one month Basic Pay Plus Dearness Allowance (as on 1st April) of the employee. AAI may also empanel Authorized Medical Officer or Registered Medical Practitioners for out patient treatment and put restrictions.)

(2) The restriction of one month's basic pay plus Dearness Allowance in each financial year is with reference to routine type of medical treatment. However, the cost of the medicines for special / life threatening diseases as decided from time to time shall not be considered while computing the ceiling of one month's Basic Pay plus Dearness Allowance (as on 1st April) in each financial year for out patient treatment and also can put restriction as and when required.

3) Minimum qualifications for Registered Medical Practitioners / Authorised Medical Officer will be Bachelor of Medicine and Bachelor of Surgery (MBBS) and Bachelor of Dental Surgery for Allopathy, Bachelor of Homeopathic Medical Sciences for Homeopathy, Bachelor of Ayurvedic Medical Sciences for Ayurvedic and Bachelor of Unani Medical Sciences for Unani system of medicines and for Specialists shall be Doctor of Medicine or Medical Surgeon or above.

4) Where the condition of the patient so requires Registered Medical Practitioner / Authorized Medical Attendant can refer to nearest private specialist for treatment at the clinic.

13. Indoor Treatment- (1) In cases of Hospitalization, the patient may be admitted to the Hospitals or Nursing Homes.

(2) The entitlement of room rent charges applicable for indoor treatment for the employees and their dependents in Government or Private , Institutional Hospitals, Nursing Homes empanelled by the Authority shall be as fixed from time to time.

14. Treatment in a non-notified hospital in emergent cases. – (1) An employee or a member of his or her family may be admitted for emergent treatment in the nearest non-notified hospital (including private Nursing Home / Private Clinic) in the absence of a notified hospital or Nursing Home nearer than the non-notified hospital. The question whether it was a case of real emergency necessitating admission in such non-notified hospital Nursing Homes will be decided on merits of each case by the Competent Authority.

(2) If treatment is taken in a non-notified hospital by the employees reimbursement of actual accommodation charges limited to the entitlement and prescribed rates as fixed by the Authority from time to time shall be made.

15. Treatment for specified diseases or charges for aid and appliances etc. – Instructions regarding Procedure for treatment and reimbursement of expenses / charges for various Appliances or Aid shall be issued separately as per requirements from time to time.

16. Travelling Allowance. – Employees and their family members shall be entitled to payment of travelling allowance in terms of Travelling Allowance Regulations of the Authority when directed by the Medical Officer for medical attendance or treatment to another Medical Officer or Specialist or hospital outside the station at which the employee is posted but within the District. Travelling Allowance for one attendant or escort shall also be allowed if it is certified by the Medical Officer that it is unsafe for the patient to travel unattended. In case of

reference made to Medical Officer or Specialist or Hospital outside the District, prior sanction of the Competent Authority should be obtained for taking medical treatment outside the place of his posting. Failing this, the Travelling Allowance expenses and claims of reimbursement of medical expenses shall not be accepted.

17. Grant of advance for medical attendance and treatment and credit facilities.– (1) The medical advance may be granted, if required, to the employees to meet the expenditure on medical attendance and treatment for themselves and the members of their families on the basis of recommendation of the Authorised Medical Officer as per the limit and conditions from time to time.

(2) The Medical advance is admissible for the following purpose, namely:-

(i) for in-patient treatment in a hospital / Nursing Home
(ii) as an out-patient in the cases of TB/Cancer / Chronic diseases; and
(iii) purchase, replacement, repair and adjustment of admissible artificial appliances.

(3) The Medical Advance may be granted on the following conditions, namely:-

(i) The duration and anticipated cost of treatment should be certified by the Medical Officer / Specialists;
(ii) Advance can be paid in one or more installments for the same illness / injury subject to the limit prescribed from time to time;
(iii) There is no limit with reference to number of advances payable;
(iv) In case of serious illness / accident where the employee is unable to apply for advance, the advance may be sanctioned on the application of wife or family members of the employee;
(v) The advance shall be paid directly to the Hospital or Nursing Home concerned on receipt of an estimate from the Physician or Medical Officer of Hospital or Nursing Home, as the case may be; and
(vi) In the case of artificial appliances, the payment shall be made directly to the supplying agency or Hospital which should supply such appliances.

(4) The medical advance shall be adjusted in the following manner, namely:-

(i) the advance shall be adjusted against the medical claim and the balance, if any, from pay in one or more installments at the discretion of the Competent Authority;
(ii) in prolonged treatment, reimbursement may continue till the concerned medical officer gives the certificate that the patient no more requires treatment and advance may be adjusted in final claim.
(iii) if advance is paid directly to Hospital, the final settlement should be submitted by the employee within one month of discharge from hospital. Department of Finance and Accounts shall correspond with the hospital for refund of unutilized advance, if any.
(iv) in case, any negligence or default is found in case of adjustment of medical claim, penal interest shall be imposed in defaulting cases besides disciplinary action.

18. Medical benefit scheme for retired employees.– The employees shall be entitled for medical benefits for themselves and their spouse subsequent to their retirement on superannuation on contributory basis as per the terms and conditions of the Scheme. (Though the option once exercised shall be final, however the request to opt the medical benefits under these Regulations) shall be decided on merit of each case if the son or daughter or spouse of the

retired employee is working in the Authority and is willing subject to meeting the other laid down conditions).

19. Other conditions of medical facilities etc. - The conditions of medical facilities of an employee in respect of matters for which no provision is made under these regulations shall be the same as may for the time being be applicable to other employees of the Government of India of a corresponding status.

20. Power to relax.- When the Chairperson is of opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing relax any of the provisions of these regulations with respect to any class or category of employees.

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Proforma for claiming Medical Expenses

See Regulations 9

Outdoor Treatment

Employee No. : Name :
Designation : Address :
Department :
Basic Pay :

Sl. No.	Patient's Name	Relation ship	Date of Birth	Doctor's Details: Date	Days	Type$	Name	CHARGES: Consultation Cat*	Consultation Amount	Injection	Dres'g	Medicine: Chronic	Medicine: Others	Lab Tests: > 500	Lab Tests: Others	Misc.	Total
							Total										
																Less Adv.	
																Net amount	

$ Please mention : MBBS
: Specialist
: Homeopathy
: Ayurvedic
: Dental
: OPD in Panel Hosp.

* Please mention : 1st
: Subsequent
: Home

Net amount in words :

Note : In case of chronic disease, please attach the photocopy of letter issued by General Section.
Please do not club more than one payment in single column.

I Certify that :

1. The particulars given above are true.
2. The persons, for whom medical reimbursement is claimed are wholly dependent upon me and are residing with me. They are not covered under CGHS or any other medical scheme
3. Vaccination charges being claimed now has not been claimed earlier.
4. I was on leave from to during self illness for which medical reimbursement has been claimed in the bill.
5. In case of Chronic disease, medical charges claimed is actually spent & consumed for chronic disease only.

Date Intercom

FOR OFFICE USE		
The claim is returned with following observations: 1. The medicines prescribed have not been purchased. 2. The claim is incomplete. Assistant AAM(C)	Doctor	Passed for payment of Rs. (Rupees Assistant AAM (Cash)

(Singature of Claimant)

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(Proforma for claiming Medical Expenses Indoor Treatment

(See Regulations 9)

Employee No. : Name : Department :

Designation : Address : Basic Pay :

Sl. No.	Patient's Name	Relation ship	Date of Birth	Hospital Details			CHARGES						
				Date	Days	Name	Consultation Amt.	Room rent	Operation/Procedure	Medicine	Lab Tests	Misc.	Total
						Total							
											Less Adv.		
											Net amount		
Net amount in words :													

I Certify that :

1. The particulars given above are true.
2. The persons, for whom medical reimbursement is claimed are wholly dependent upon me and are residing with me. They are not covered under CGHS or any other medical scheme
3. I was on leave from to during self illness for which medical reimbursement has been claimed in the bill.

Date Intercom

FOR OFFICE USE		
The claim is returned with the following observation: 1. The medicines prescribed have not been purchased. 2. The claim is incomplete.		Passed for payment of Rs. (Rupees
Assistant AAM(C)	Doctor	Assistant AAM (Cash)

S.K. NARULA, Chairman

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