

HAZARA UNIVERSITY, MANSEHRA, NWFP



**HAZARA UNIVERSITY EMPLOYEES
MEDICAL ATTENDANCE REGULATIONS**

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21. HAZARA UNIVERSITY EMPLOYEES MEDICAL ATTENDANCE REGULATIONS

- 21.1 The subject Regulations are submitted for consideration and consent of the Finance Committee.
- 21.2 Whatever practice has been so far, the Finance Committee may kindly consider and give its consent, so that it could be got condoned from the Syndicate.

HAZARA UNIVERSITY EMPLOYEES MEDICAL ATTENDANCE REGULATIONS

1. PREAMBLE

- a. These regulations may be called the "Hazara University Employees Medical Attendance Regulations 2005".
- b. They shall come into force with immediate effect.
- c. Extent: - They shall apply to all University employees, and such other persons in ~~the~~ the part-time or temporary service of the University who are declared eligible as such by the Vice Chancellor from time to time.

2. DEFINITIONS

In these regulations unless there is anything repugnant in the subject or context: -

- (i) "Authorized Medical Attendant" means a Medical Practitioner from among the panel of medical practitioners, Dental Surgeon, Pathologist, Radiologist, Gynaecologist, 'A' level Hakeem and Homoeopath approved as such by the Vice Chancellor, include University Chief Medical Officer, Senior Medical Officer, Medical Officer.
- (ii) "Family means spouse, children and step-children of a University employee residing with him and wholly dependent upon him/her. Retired employees, their widows and minor children and also a widowed mother/father residing with the employee and wholly dependent on him/her.
- (iii) "Hospital" means a hospital approved as such by the Vice Chancellor for the treatment of the University employees.
- (iv) "Medical Attendance" means the attendance at the University Medical Centre, residence of the University, in hospital, clinic of the authorized medical attendant or at the residence of a University employee including such pathological, bacteriological, radiological or other methods of examinations for the purpose of diagnosis as are available in any hospital, and are considered necessary by the authorised medical attendant and such consultation with a specialist as the authorized medical attendant may determine.
- (v) "Patient" means a University employee to whom these regulations may apply and his legitimate family member who has fallen ill.
- (vi) "Specialist" means anyone or more of such medical practitioners specialized in the treatment of a particular disease or diseases including pathologist, bacteriologist, radiologists, gynaecologists, obstetricians or others who from

time to time, be declared as such by the Vice Chancellor and who are recommended for treatment by the respective authorised medical attendant.

(vii) "Treatment" means the use of all medical and surgical facilities available at an approved hospital or clinic of the authorized medical attendant in which the University employee is treated and includes:

- (i) Employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the authorised medical attendant;
- (ii) Supply of such medicines, vaccines or sera as are prescribed by the authorised medical attendant or other therapeutical substances, not ordinarily so available, as the authorised medical attendant may certify in writing to be essential for the recovery or for the prevention of serious deterioration in the condition of the University employee;

3(a) The University employees shall be entitled free of charge to medical attendance by the authorized Medical Attendant.

(b) Where a University employee is entitled under sub rule (i) free of charge, to receive medical treatment, any amount paid by him on account of such medical treatment shall, on production of a certificate in writing by the Authorized Medical Attendant in this behalf, be reimbursed to him by the University.

4. Ordinarily, the medical treatment shall be available to the employees and their families in Mansehra, Qalandar Abad and Abbottabad only¹. In special circumstances, however, the Vice Chancellor may, for reasons to be recorded, permit an employee to receive treatment at a place outside these cities but within the country on the recommendations of Authorized Medical Attendant, the Medical Superintendent of Ayub Medical Complex, or so.

5. In case of emergency if the Authorized Medical Attendant is of the opinion that the case of a patient is of such a serious nature or of a special nature, as the Vice Chancellor/Syndicate may determine, require medical attendance by some person other than himself he/she may:

(a) Send the patient to the nearest specialist or to a recognized hospital where, in his/her opinion, such a treatment is available.

(b) If the patient is too ill to travel, the authorized Medical Attendant may request such a specialist to attend upon the patient.

6. The patient shall be entitled free of charge:

¹ Provided that if an employee proceed abroad either on study leave or on leave without pay for higher studies or is otherwise deputed abroad on duty, for reasons to be recorded, his family may be entitled with permission of the Vice Chancellor to free medical treatment including hospitalization in a Government or a recognized hospital at their place of residence in or outside these cities but within the country.

- (a) To treatment at the University Medical Centre, at his residence or in a hospital recognized by the University.
 - (b) The patient, who, in the opinion of the Authorized Medical Attendant, requires hospitalization shall be entitled to get admission to a semi-private ward or room in case he/she is in Basic Pay Scale No. 17-18, private ward or room, above BPS-18. All others shall be entitled to get admission in the general wards. In case of non-availability of private ward the next lower accommodation, in a hospital.
 - (c) Supply of such medicines, vaccines, sera or other therapeutical substances as are available in the hospital or with the authorised medical attendant.
 - (d) Such nursing as is ordinarily provided to indoor patients by the hospital and the specialist consultation described in clause (b) but it does not include diet or provision, at the request of the University employee, of accommodation superior to that described in sub clause above.
7. The patient retired from the Government service (including defence)/autonomous bodies/corporations will not be entitled to any medical facility from Hazara University, if such employees are availing medical facilities from their parent department.
 8. (a) An expenditure upto Rs. 5000/- (Rupees five thousand) for the treatment of dependent parents of the University employee only from the Government hospitals will be reimbursed as per rules/practice.
 - (b) In case where the expenditure for the treatment of dependent parents exceed Rs. 5,000/- only 30% of the remaining amount will be reimbursed, but no more than Rs. 10,000/- in all, P.A.
 - (c) Save as provided in sub clause 3(b) above the cost of medical attendance and treatment to a University employee or a member of his family shall be charged by the authorised medical attendant from the University subject to such limits and restrictions as may be imposed by the Vice Chancellor from time to time.
 9. Dental treatment facility will be allowed only to the employee's spouse(s) and dependant children.
 10. The Hazara University employees will not be reimbursed medical / laboratory tests / x-ray charges prescribed by the dental surgeon before and after the dental treatment.
 11. Retired University employees will not be entitled for reimbursement of medical charges for treatment of dependent parents.
 12. In addition to monthly medical allowance reimbursement for the medicines shall only be made by Hazara University in case requiring prolonged and expansive outdoor treatment for the following diseases subject to advise by the authorised surgeon / physician of Government hospitals. This facility shall be admissible to the serving employees only.

- (a) Cancer
- (b) Tuberculosis
- (c) Heart problems (including BP, coronary artery diseases).
- (d) HIV (Aids)
- (e) Hepatitis-C
- (f) Diabetics
- (g) Any other, as may be declared as such by the Medical Officer of AMC or of the equivalent Medical Authority.
- (i) Provision of spectacles/lenses shall not include in the treatment.
- (ii) Dental treatment, excluding the cost of dentures and filling with gold or other costly metals but including root canalling, silver amalgam filling, partial sealing of carries and gums dressing.
- (iii) All other expression shall have the same meaning as assigned to them under Hazara University Act, 1997.

13. CEILING OF MEDICAL ASSISTANCE

A University employee shall be entitled, free of charge, to medical attendance under sub-clause (g) above. Any amount paid by him/her on account of such a treatment including consultation with a specialist as provided hereafter shall, on production of a certificate in writing by the medical attendant in this behalf, be reimbursed to him/her by the University subject to the following ceilings: -

a. For Married Staff

A University employee shall in addition to reimbursement of hospitalised charges be entitled to medical allowance at the following rates subject to minimum of Rs. 500/- maximum of Rs. 2,000/- per month.

- (a) Employees in BPS 1-10 15% of basic pay
- (b) Employee in BPS 11-17 12% of basic pay
- (c) Employees in BPS 18-22 10% of Basic pay
- (d) The monthly medical allowance is subject to enhancement from time to time with the approval of Competent Authority.

In addition to the monthly medical allowance, the amounts spent by the patient in a hospital during indoor treatment in the specified hospital excluding consultation fee (if any).

- (i) Facilities of such laboratory examination and blood transfusion as are considered necessary by the authorised medical attendant, specialists or hospital authorities.
- (ii) Minor or major surgery.
- (iii) Supply of such medicines, vaccine or other therapeutic substance declared essential for the recovery of the patient during the period of hospitalisation.

- (iv) The approved hospital will also refer the cases for laboratory / examination / test as a deem fit.
- (v) ✓ The University will issue medical attendance card to its entitled employees and their family members along with photographs or the marks of identification in case of female. The hospital would provide attendance on production of medical attendance cards and subject to the production of necessary bills / vouchers etc duly verified by the Authorized Medical Attendant shall be reimbursed to him / her with the exemption of the following where partial reimbursement will be made:
- i. Dependant parents if other sons / daughter are earning.
- (a) Dependent spouse will not be entitled in case of employment, business or landlord..
- (b) The Vice Chancellor may, however, in special case requiring prolonged treatment authorise the reimbursement of expenses in part or in full in excess of the ceilings fixed upto a maximum of Rs. 20,000/- P.A, of the medical allowance admissible as in 13(a). However if the expenditure exceeds, it may be referred to the Medical Affairs Committee and then to the Syndicate.
- (c) The ceilings will be subject to review of the Syndicate after two years.

14. HOSPITAL CHARGES

A maximum limit of Rs.25,000/- per annum on the reimbursement of expenditure on Hospitalisation in case of individual demand of university employees.

15. DIET CHARGES

In case of patients treated in a hospital where a composite sum is levied by the hospital as inclusive of all charges to cover medical, surgical and nursing charges (including diet and accommodation or other charges which cannot be specified separately) 20% of such a sum will be taken as diet charges and shall be borne by the employee.

16. SPECIALISED MEDICAL ATTENDANCE

If the authorised medical attendant or consultant/specialist is of the opinion that the case of a patient is of such a serious or special nature as may require medical attendance by some persons other than himself or that the patient requires anti-rabies treatment or Snake bite treatment, he/she may with the approval of the Vice Chancellor (which shall be obtained before hand unless the delay involved entails danger to the health of the patient):

- (a) Send the patient to the nearest specialist or other Authorised Medical Attendant by whom, in his opinion medical attendance is required for the patient or in the case of anti-rabies. or snakebite treatment to the nearest place where such treatment is available.

- (b) If the patient is too ill to travel, summon such specialist or their medical attendant to attend upon the patient. Any amount paid by him/her on this account shall be reimbursed to the patient on production of a certificate of the concerned Authorized Medical Attendant, at the government-approved rates, only.

17. REIMBURSEMENT OF EXPENSES

The University employee shall be entitled to receive free of charge: -

- (a) Treatment: -

In such Govt. hospital at the nearest place where he/she falls ill as can, in the opinion of the authorised medical attendant, provide the necessary and suitable treatment or

- (b) Specialised treatment.

If there is no such hospital as is referred to in sub-cause (a) above, in such hospital other than approved hospital at or as near that place as can in the opinion of the authorised medical attendant provide necessary and suitable treatment.

- (c) The retired University employees/pensioners and their families dependent on him/her also be entitled for indoor medical treatment in the approved hospitals.²

18. COST OF MEDICINES AND REIMBURSEMENT

Save as provided in sub clause 6(c) in case the medical attendant charges the cost of such medical attendance and treatment from the patient or prescribed medicines which are not available in his clinic, the cost involved shall be reimbursed by the University subject to such limits as in clause 21 below or restrictions as may be imposed by the vice chancellor from time to time.

The charges may be reimbursed by the University on production of a certificate from the medical attendant in the following form: -

- (a) **Forms of Certificate for reimbursement.**

In case the cost of medical attendance or treatment is not charged by the medical attendant from the patient: -

"Certified that the cost of medical attendance for the treatment charged from the patient as included in the attached bill aggregating to Rs. _____ was necessary for the restoration of the health of the patient whose signatures are given below":

- (b) In case of treatment of any member of the family of an employee signatures of the University employee shall be recorded.

- (c) In case if medicines prescribed by the medical attendant are purchased from the market: -

² DHQ Hospital, Mansehra, Bach Christian Hospital, Qalandar Abad, AMC, Abbottabad, CMH, Abbottabad, Shahcena Jamil Trust Hospital, Abbottabad, DHQ Hospital, Abbottabad, or any other as the Vice Chancellor may determine, for recorded reasons.

"Certified that the medicines purchased from the market and included in attached voucher No. _____ for Rs. _____ were prescribed by me and were essential for the restoration or prevention of serious deterioration of the health of the patient whose signatures are given below"

In case of treatment of any member of the family of any employee of the University the signatures of the University employee shall be recorded/affixed.

(a) For the purposes of admitting all claims by the sanctioning authority special specimen signatures shall be obtained by the Director Finance/Deputy Director Finance, or any other Officer of the University delegated for the same by the Vice Chancellor.

(b) The cost involved on maternity cases at the residence of an employee shall not be reimbursed.

19. The University employee will be required to carry identity cards with them while seeking medical attendance at a clinic or a hospital. Failure to produce the identity cards may result in medical facilities being refused.

20. RESIDUARY PROVISION

Where these regulations do not contain provision relating to any matter affecting medical attendance and treatment a relevant Higher Education Commission or Central Government rule or rules if any shall be deemed to be effective.

21. ENHANCEMENT OF CHARGES OF DIAGNOSTIC CLINICAL LABORATORY TEST ETC

The rates of reimbursement on account of Diagnostic Clinical Lab. Test etc, are from Rs. 1,000/- to Rs. 3,000/- per annum for an employee per entitlement in BPS at approved laboratories/hospitals and Government Hospitals. Total provision in the Head will be 50,000/- (fifty thousands only) per year.

22. FIXATION OF THE MAXIMUM LIMIT ON REIMBURSEMENT OF EXPENDITURE ON HOSPITALISATION

Rs. 25,000/- per annum on the reimbursement of expenditure on Hospitalisation in case of individual demand of University employees. However, a Committee consisting of the following may examine individual case of hospitalisation on account of his/her surgery and complicated diseases like cancer etc. Or other circumstances and make recommendations for sanction by the Vice Chancellor.

- (a) Dean
- (b) Senior Medical Officer
- (c) Registrar/Deputy Registrar

The matter will be reported to the Syndicate for information.



HAZARA UNIVERSITY MANSEHRA

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Dated: 25-10-2019

NOTIFICATION

It is notified for the information of all concerned that the Syndicate in its 43rd meeting held on October 22, 2019 vide Agenda Item No 12 regarding *"The inclusion of Abbott, Jinnah, Abbottabad Hospitals at the panel of Hazara University"* decided as below:

"The house approved Valley Hospital Abbottabad and Abbott Hospital Abbottabad at the panel of Hazara University".


DEPUTY REGISTRAR
(ESTABLISHMENT-II)

Copy of the above is forwarded to the following for information and n/a if any:

1. PS to Vice Chancellor
2. PA to Registrar
3. Treasurer
4. Audit Officer
5. Deputy Registrar (E-I)
6. Master File.

DEPUTY REGISTRAR
(ESTABLISHMENT-II)

The meeting was told that at present the employees of Hazara University were provided specialization facilities at the following hospitals of Mansehra and Abbottabad:

- a. District Headquarter Hospital Mansehra.
- b. Bagh Hospital, Qalandarabad.
- c. Ayub Medical Complex, Abbottabad.
- d. C.M.H. Abbottabad.

*Approved by the Syndicate in its meeting
Held on 26, June 2007*

The above-mentioned hospitals have no facilities for treating the complicated cases relating to cardio-vascular diseases. Therefore, the Finance Committee is requested to recommend in addition to the above listed hospitals, the following panel of hospitals as well for providing specialized treatment to the University employees.

- a. Rehman Medical Complex, Peshawar. (For Cardiology) upon the recommendation of L.R.H. Peshawar
- b. AFIC, Islamabad/ Rawalpindi. (For Cardiology)
- c. Khyber Teaching Hospital, Peshawar.
- d. Shaheena Jamil Trust Hospital, Abbottabad.
- e. C.M.H., Peshawar.
- f. L.R.H., Peshawar.

The Finance Committee was requested to approve the panel of hospitals from (a) to (f) for specialized treatment on reference.

Decision: The Committee after perusing all the aspects unanimously recommended the panel of hospitals suggested from (a) to (f).