केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
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C.No. II/39/38/2014 Estt. Date: .01.2016

Sub: - Consolidated Guidelines for grant of Financial Assistance in respect of Medical expenses – reg.

Kind attention is invited to the Establishment Circular No. 05/2007 dated 14.03.2007 issued from file C.No.II/7/1/2007-Estt on the above subject.

The above circular is circulated for information please.

Yours faithfully,

[K.R. SATISH]
ASSITANT COMMISSIONER (P&V)

To,

The Commissioner of Central Excise, Cochin/Calicut/Trivandrum/CCP/
Audit/ Appeal I& II
The Deputy Commissioner, Chief Commissioner's Office Cochin
Notice Board

ANNEXURE "I"

CONSOLIDATED GUIDELINES

FOR

GRANT OF FINANCIAL ASSISTANCE IN RESPECT OF MEDICAL EXPENSES

1. **Admissible financial assistance**

Financial assistance shall be admissible for portion of expenses on treatment which are non reimbursable under the CS(MA)/CGHS Rules

2. **Time limit for submission of proposal**

(a) The individual has to request within 3 months of settlement of claims when part of the claim is settled under CS(MA)/CGHS rules. The Commissioners/HODs should forward the proposal within a period of one month of receipt of the request

The time limit for requesting for financial assistance by the individual and for forwarding the proposal by the Commissioner should be strictly observed.

(b) **Proposal submitted after the prescribed time limit**

Reasons for delay in submission of proposal by the applicant/ Commissionerate should be given.

3. **For Continuous Treatment**

In cases of continuous treatment only one time financial assistance should be considered and normally no subsequent request should be entertained unless there are extreme compassionate grounds.

4. **Minimum amount for financial assistance**

The following minimum amounts of financial assistance to be proposed for sanction have been fixed:

Group 'A' : Rs. 10,000/-	Group 'C' : Rs. 3,000/-
Group 'B' : Rs. 5,000/-	Group 'D' : Rs. 1,000/-

5. **Coverage of financial assistance**

(a) Financial assistance is admissible only to the officer / staff, his/her unemployed spouse and dependent children. No financial assistance is admissible to dependent parents and other dependents.

(b) In case of dependent children and spouse the officer / staff is entitled to financial assistance with a maximum overall cap of Rs. 5 lakhs in the entire career.

(c) (i) To monitor the maximum overall cap of Rs. 5 lakh, entries in the Service Book of the officer / staff of the financial assistances for medical expenses from the Welfare Fund are required to be made. To computerize / monitor the details by the Directorate of Logistics, the Commissioner while forwarding the proposal shall certify that the name of the officer is as per the Service Book and also give details regarding change of name, if any.

(ii) The Commissioner while forwarding the requests of financial assistance for medical expenses shall send the details of financial assistance hitherto granted to the officer / staff in his entire career as per the Service Book and details of proposals in respect of that officer if any pending with the Directorate. The Commissioner should also enclose certificate to this effect from the officer / staff in the proforma given at Annexure-'III'.

(d) No maternity / termination of pregnancy expenses would be admissible to officer/staff having not more than two surviving children.

(e) No financial assistance is admissible to retired officers / staff.

6. **Deductions**

(I) **Financial assistance for room charges:-**

(a) Only 50% of the non-reimbursable room charges are to be paid as financial assistance in cases of treatment in private hospital.

(b) In case of package deal cases a sum of Rs.500/- per day is to be deducted from the claim.

(c) The room charges ceiling (category-wise) have been fixed as given below for the treatment in the private hospitals:-

(i)	Group 'A'	Single Room	Rs. 4,500/- per day
(ii)	Group 'B'	Twin Sharing	Rs. 3,000/- per.day
(iii)	Group 'C' & 'D'	Multi Bed/General Ward	Rs. 1,500/- per day
(iv)	For all groups in the cases if ICU		Actuals

(II) **All Sundry charges:-**

No. sundry expenses are to be reimbursed.

(III) After deductions on account of the non reimbursable room charges and sundry charges, a further deduction of 25% of the remaining non reimbursable expenses should be made to arrive at the final amount admissible for payment from the Welfare Fund.

(IV) **Waiver of deductions:-** There will be full waiver of the amount on account of mandatory deduction in the following cases:-

(a) Illness or accidents resulting in death of the official

(b) Illness or accidents resulting in serious physical or mental infirmity, which permanently incapacitates the official for further service.

(c) A partial bodily or mental infirmity or handicap like loss of vision/hearing/limbs. In such cases, a minimum physical handicap to the extent prescribed for qualifying a person for consideration for employment under the PH quota, may justify the waiver.

7. **Submission of proposal**

(a) Proforma (Annexure-III) duly certified by the Commissioner/HOD should accompany the proposal showing break up of amount spent, amount reimbursed and amount non-reimbursable category wise (cost of treatment etc, room charges and sundry charges).

(b) Each proposal should be scrutinized and recommended by the Advisory Committee, headed by Commissioner/Director and having one representative each from Group 'A' to 'D' officials, before it is sent to the Directorate of Logistics. The proposals received without recommendation of the Advisory Committee would not be placed before the Governing Body.

(c) **Checklist for sending proposals**
Photocopies of the requisite documents as listed in '**Annexure-IV**' should be enclosed with the proposal.

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