



# भारतीय प्रौद्योगिकी संस्थान रोपड़

## INDIAN INSTITUTE OF TECHNOLOGY ROPAR

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F. No. Reg-1/2016/IITRPR/52

Dated: 28.01.2016

### CIRCULAR

On the recommendations of Medical Advisory Committee, the Director, IIT Ropar is pleased to approve the Medical Reimbursement procedure for OPD (out Door Patients) treatment at Ropar, Mohali and Chandigarh.

- Employees need to fill the Medical Reimbursement Form along with prescriptions and original cash memos of receipts for medicines, tests, etc. The ESSENTIALITY CERTIFICATE (Certificate A – For Outdoor Patients) must also be filled and the form needs to be submitted to Medical Centre without signatures of the treating doctor **strictly within 3 months** from the date of prescription. The reimbursement form is available on Intranet.
- After the initial inspection/assessment of the reimbursement application, an attendant from the Medical Center will get the Essentiality Certificate countersigned from the corresponding treating hospital/doctor.
- The attendant will be visiting hospitals/clinics in:
  - **Ropar:** Once every two weeks
  - **Chandigarh & Mohali:** Once a month
- Once the Essentiality Certificate is countersigned by the treating doctor/hospital, the reimbursement form will be forwarded to the Accounts Section for further processing by the Medical Centre, IIT Ropar.

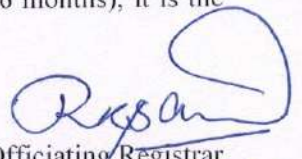
The processing of reimbursement forms will take slightly longer (20 days to 45 days) as the attendant will be visiting hospitals at regular intervals as per above mentioned schedule and not on daily basis.

### Important Points:

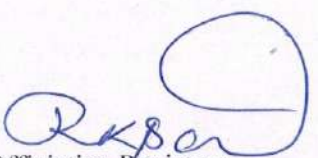
1. The assistance from the institute (verification by treating doctor on essentiality certificate) in procuring the counter signatures of treating doctor/hospital on Essentiality Certificate applies only to **Outdoor Patient (OPD) procedures in the hospitals/ doctors located at Ropar, Chandigarh and Mohali.**
2. For Indoor Patients (IPD) at any location, it is the responsibility of the employee himself/herself to obtain the verification of essentiality certificate.
3. The facility is available for the **Reimbursement forms submitted within 3 months only.** The Forms submitted beyond 3 months from the date of prescription (and before 6 months), it is the responsibility of the employee himself/herself to obtain the verification.

Copy for information to:

1. All Deans & Associate Deans
2. All HoDs
3. All Faculty & Staff
4. Deputy Registrar, Establishment and Stores & Purchase
5. Deputy Registrar, Accounts
6. Deputy Librarian
7. Executive Engineer
8. Assistant Registrar, Academics
9. Sr. Audit Officer
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Officiating Registrar

28/1/16

  
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रूपनगर, पंजाब-140001 / Rupnagar, Punjab-140001

F.No. Reg-03/2023/IITRPR/145

Dated: 28.06.2023

CIRCULAR

This is for the information of all the faculty & staff members that the Competent Authority is pleased to approve the reimbursement of medical claims of the faculty and staff for availing OPD facility in any CGHS empanelled hospitals in Chandigarh and Mohali region subject to the reimbursement on CGHS rates.

2. The hospitals covered under this facility would be as per the list of CGHS empanelled hospitals for Chandigarh available on CGHS website [https://cghs.nic.in/reports/view\\_hospital.jsp](https://cghs.nic.in/reports/view_hospital.jsp) as revised from time to time.

3. This is applicable with immediate effect until further orders.



(Dr. Dinesh K.S.)

Officiating Registrar

Copy to:-

1. All Faculty & Staff Members
2. Chairman, Medical Advisory Committee
3. Institute Medical Officers
4. Deputy Registrar, Establishment
5. Deputy Registrar, Accounts
6. Senior Audit Officer
7. Director's Secretariat
8. PA to Registrar