



**भारतीय ताराभौतिकी संस्थान**  
**INDIAN INSTITUTE OF ASTROPHYSICS**

विज्ञान और प्रौद्योगिकी विभाग, भारत सरकार के अधीन स्वायत्त निकाय

An Autonomous Body under Department of Science and Technology, Government of India  
द्वितीय ब्लॉक Second Block, कोरमंगला Koramangala, बेंगलूरु Bengaluru - 560 034

सं. भातासं No. IIA/AO/2018/ 2876  
अक्टूबर 22<sup>nd</sup> October, 2018

**कार्यालय आदेश OFFICE ORDER**

The following charges/guidelines have been implemented for the IIA-CMS (Contributory Medical Scheme) facility at the Institute:

**Room rent/Bed charges:**

- 1) Eligibility criteria for Room rent/ Bed charges for inpatient treatment at the empanelled Hospitals is as follows:

Basic Pay of 7 <sup>th</sup> CPC	Eligible room rent/bed charges category
Upto Rs.63,100/- - Upto & inclusive of Level 10	Semi-private ward
Rs. 63,101/- & above - From Level 10 & above	Private Ward

Room rent /Bed charges includes diet for the patient, charges for water & electricity supply, linen charges and routine upkeeping. Actual applicable Room rent/Bed charges to Semi-private ward/Private ward(as per eligibility) maximum upto Rs 3000/- per day is allowed in any empanelled IIA-CMS hospital for inpatient treatment. The charges over and above ceiling amount of Rs 3000/- per day should be paid by the claimant/patient to credit Hospital or will be deducted from the non-credit Hospital bills, if claimed. As per eligibility (prescribed in the above table) the semi-private ward or private ward available at the hospital rate should be availed for inpatient treatment (that means ceiling amount of Rs 3000/- is not the criteria to avail the room rent/bed charges) and if higher ward like private ward is availed by the semi-private ward eligibility beneficiary then over and above the room rent/bed charges of semi-private ward of Hospital rate will be recovered from the claim.

## 2) Nursing Charges:

Actual Nursing charges maximum upto Rs 2000/- per day as applicable to the semi-private ward/Private ward will be reimbursed/paid if billed by the hospital separately as Nursing charges for inpatient treatment. The nursing charges over and above ceiling amount of Rs 2000/- per day should be paid by the claimant/patient to credit Hospital or will be deducted from the non-credit Hospital bills, if claimed.

- 3) Institute will consider the payment of medical advance for inpatient treatments at Leonard Hospital, Batlagundu and Narayana Hospital, Vellore to IIA-CMS beneficiaries where the estimated expenditure is in excess of Rs.1.00 lakh on receipt of estimate from the above hospital on case to case basis. The Director, IIA shall be the sanctioning authority. Advance amount should be settled within one month from the date of discharge of patient.
- 4) The medical expenses related to the project employees should be debited to their respective project head/funding agencies viz. ADITYA-L1, ITMT, ISRO, UVIT, SERB, CSIR, NASI, IIUS etc.
- 5) Purchase of medicines in cases where the Inpatient/Outpatient treatment prescribed by the empanelled Hospital Doctors must be only from the concerned hospital pharmacy/dispensary unless and otherwise the concerned hospital pharmacy/dispensary returns the prescription stating that no stock with seal of the hospital dispensary having authorized signature and only such medicine bills will be reimbursed to the claimant.
- 6) Resident AMO at IIA shall prescribe prescription for medicines only if the concerned IIA-CMS beneficiary presents himself/herself in person to the AMO for health check-up. Dispatch section will not forward medical bills without valid prescription to medical claim section and shall return such claims to claimant.
- 7) Invoices/bills submitted to IIA by credit hospitals for settlement will be endorsed by the resident AMO before settlement.
- 8) Reimbursement of bills for treatments in non IIA-CMS hospitals are limited to medical emergencies. The rates of reimbursement will be as per CGHS rates after scrutiny by the AMO and the Medical Committee.
- 9) It is mandatory for all the IIA-CMS beneficiaries to submit the annual IIA-CMS declaration form before the deadline to continue in the scheme.

- 10) i) The referral letter for Out-patient/Inpatient treatment to the empanelled Hospitals should be issued generated through ERP system only having serial number generated by ERP. The revised referral letter format for In-Patient Treatment incorporating above changes is enclosed and same to be replaced in ERP system.
- ii) Only the following IIA officials are authorised to sign the Hospital referral letter with their official seal having name and designation:
- a) Administrative Officer
  - b) Accounts Officer
  - c) Deputy Administrative Officer
  - d) Ms. A. Veronica, Sr. Office Superintendent

Ms. A. Veronica, Sr. Office Superintendent or Mr. M. Vilvakumar, Administrative Assistant shall process and download the referral letter on receipt of request from the IIA-CMS beneficiary and signed referral letter by the authorised official only will be forwarded to Hospital authority through email/electronic mode with a copy to the patient/CMS beneficiary.

This issues with the approval of Director and order shall come into force with immediate effect.



(श्रीपति के/Shripathi K)  
(प्रशासनिक अधिकारी/Administrative Officer)

To

- 1) All the concerned
- 2) Accounts Officer for information & necessary action
- 3) Medical Billing Section for information & necessary action
- 4) ERP Division Head to replace the enclosed referral letter form in ERP system
- 5) Director Office/Dean Office/DAO





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कोरमंगला Koramangala, बेंगलूर BENGALURU – 560 034

No.

Date:

Referral letter for In-Patient Treatment:

Name of the Employee :

Designation :

Name of the Beneficiary :

Relationship :

Ward Entitlement :

i) Actual room rent/bed charges maximum upto Rs. 3000/- per day(after allowed discount) is allowed and the room rent shall include bed charges, diet for patient, water & electricity supply, linen charges and routine upkeeping. If such charges are billed extra then same should be recovered from the patient and should not be billed to IIA more than Rs. 3000/- per day as room rent/bed charges.

ii) Actual Nursing charges maximum upto Rs. 2000/- per day (after allowed discount) will be allowed if billed by Hospital separately as Nursing charges. Over & above Rs. 2000/- per day should be recovered from the patient and should not be billed to IIA.

CMS Card Number :

Hospital No. :

Hospital Name :

Department to be visited : General Medicine/Lab Investigation/Pharmacy

The bill in respect of this may please be sent to the Director, Indian Institute of Astrophysics, Koramangala, Bangalore-560 034 for making payment having actual room rent with the ceiling of Rs. 3000/- per day and actual Nursing charges maximum upto Rs. 2000/- per day if billed separately as explained under ward entitlement.